

BARTHOLOMEW CONSOLIDATED
SCHOOL CORPORATION

1200 Central Avenue
Columbus, IN 47201

2018-2019
SUBSTITUTE TEACHER
HANDBOOK

Judi Fall
Substitute Coordinator

fallj@bcsc.k12.in.us

812-375-6747

Updated December 21, 2018

Note:

Your first check is a live check that you cash. After that it is automatically direct deposited into your bank account

Please go to any school nurse's office to obtain information on the Universal Precautions for Bloodborne Pathogens.

An email is sent to you once all your paperwork is processed. This email will give you information on accessing Aesop and your login information. Keep this information in a safe place. Please review your account. You will find there are lots of articles and videos in the help tab.

Bartholomew Consolidated School Corporation

1200 Central Avenue
Columbus, Indiana 47201
812-376-4234



JULY 2018						
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JANUARY 2019						
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FEBRUARY 2019						
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APRIL 2019						
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MAY 2019						
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JUNE 2019						
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2018-2019 CALENDAR DATES

August	7	First Teacher Day
	8	First Student Day
September	3	Labor Day Holiday (no school)
October	8-12	Fall Break (1 week)
November	21-23	Thanksgiving Break
December	21	First Semester Ends
December	24	Winter Break Begins (Dec. 24 - Jan. 4 Winter Break no school for students)
January	4	Teacher Day (no school for students)
	7	Classes Begin for 2 nd Semester
January	21	Martin Luther King Jr. Day (no school)
March	11-15	Snow Make-up Days** ** Snow Make Up Day #1 will be on Monday of the Snow Make-Up Days week
March	18-22	Spring Break Begins (no school)
April	19	Good Friday (no school)
May	27	Memorial Day (no school)
May	30	Last Day for Students
	31	Last Teacher Day
May	31	Graduation: CSA New Tech at CEHS, 7:00pm
June	1	Graduation: East High School, 10:00 a.m.
June	1	Graduation: North High School, 1:00 p.m.
Summer School		To be determined

Board Approved: October 23, 2017

Grading Periods	Student Days	Teacher Days
<i>First Semester</i>		
1 st 9 weeks:	August 8--October 8	42 43
2 nd 9 weeks:	October 15--December 21	47 47
<i>Second Semester</i>		
3 rd 9 weeks:	January 7--March 8	44 45
4 th 9 weeks:	March 25--May 30	47 47.5

School Closed
 Special Event Day
 Snow Make-up Day

Bartholomew Consolidated School Corporation
1200 Central Avenue
Columbus, Indiana 47201
Administrative Staff 2018-2019
Dr. Jim Roberts, Superintendent

Teresa Heiny, Assistant Superintendent for Human Resources
Chad Phillips, Assistant Superintendent for Financial Services

Laura Hack, Director of Elementary Education
Bill Jensen, Director of Secondary Education

PRE-SCHOOL (BUSY BEES)

Shane Yates, Director
Johnson Early Education Center
1209 Sycamore Street, Columbus, IN 47201
Phone: 812.376.4569

ELEMENTARY

Michael Parsons, Principal
Clifty Creek Elementary School
4625 E. 50 N, Columbus, IN 47203
Phone: 812.376.4342

Lyndsey Linneweber, Principal
Fodrea Campus (Columbus Signature Academy)
2775 Illinois Street, Columbus, IN 47201
Phone: 812.376.4321

Brett Findley, Principal
Lincoln Campus (Columbus Signature Academy)
750 5th Street, Columbus, IN 47201
Phone: 812.376.4447

Amy Sprong, Principal
Mt. Healthy Elementary School
12150 S. State Road 58, Columbus, IN 47201
Phone: 812.342.2463

Chris Smith, Principal
Parkside Elementary School
1400 Parkside Drive, Columbus, IN 47203
Phone: 812.376.4314

Darin Sprong, Principal
W.D. Richards Elementary School
3311 Fairlawn Drive, Columbus, IN 47203
Phone: 812.376.4311

Jennifer Dettmer, Principal
Rockcreek Elementary School
13000 E. 200 S., Columbus, IN 47201
Phone: 812.579.5221

Kaity Day Principal
Lillian Schmitt Elementary School
2675 California Street, Columbus, IN 47201
Phone: 812.376.4308

Casey Voelz, Principal
Frances Smith Elementary School
4505 Waycross Drive, Columbus, IN 47201
Phone: 812.376.4317

ELEMENTARY (con't)

Jeff Backmeyer, Principal
Southside Elementary School
1320 W. 200 S., Columbus, IN 47201
Phone: 812.376.4423

Sydell Gant, Principal
Taylorsville Elementary School
P.O. Box 277. Taylorsville, IN 47280

MIDDLE SCHOOL

Jay Payne, Principal
Central Middle School (Columbus Signature Academy)
725 7th Street, Columbus, IN 47201
Phone: 812.376.4286

Amy Dixon, Principal
Northside Middle School
P.O. Box 277. Taylorsville, IN 472801
Phone: 812.526.5448

HIGH SCHOOL

Mark Newell, Principal
Columbus East High School
230 South Marr Road, Columbus, IN 47201
Phone: 812.376.4369

Mike Reed, Principal
New Tech High School (Columbus Signature Academy)
2205 25th Street, Columbus, IN 47201
Phone: 812.376.4595

David Clark, Principal
Columbus North High School
1400 25th Street, Columbus, IN 47201
Phone: 812.376.4431

Gene Hack, Director
Columbus Area Career Connection (C4)
1400 25th Street, Columbus, IN 47201
Phone: 812.376.4240

Megan Shaff, Principal
McDowell Adult Education
2700 McKinley Avenue, Columbus, IN 47201
Phone: 812.376.4451

SPECIAL EDUCATION

Dr. George Van Horn, Director
1200 Central Avenue, Columbus, IN 47201
Phone: 812.376.4234

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION
OPENING – DISMISSAL TIME BY BUILDING

Pre-School (Busy Bees Academy) **Opening Time** **Dismissal Time**

Johnson Early Education Center	8:15 am	2:45 pm
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ELEMENTARY (Grade K - 6)

Clifty Creek	8:15 am	2:45 pm
Fodrea (CSA)	8:05 am	2:35 pm
Lincoln (CSA)	7:45 am	3:15 pm
Mt. Healthy	8:00 am	2:50 pm
Parkside	8:10 am	2:45 pm
Richards	8:10 am	2:40 pm
Rockcreek	8:15 am	2:40 pm
Schmitt	8:10 am	2:30 pm
Smith	8:15 am	2:40 pm
Southside	8:15 am	2:40 pm
Taylorsville	8:15 am	2:35 pm

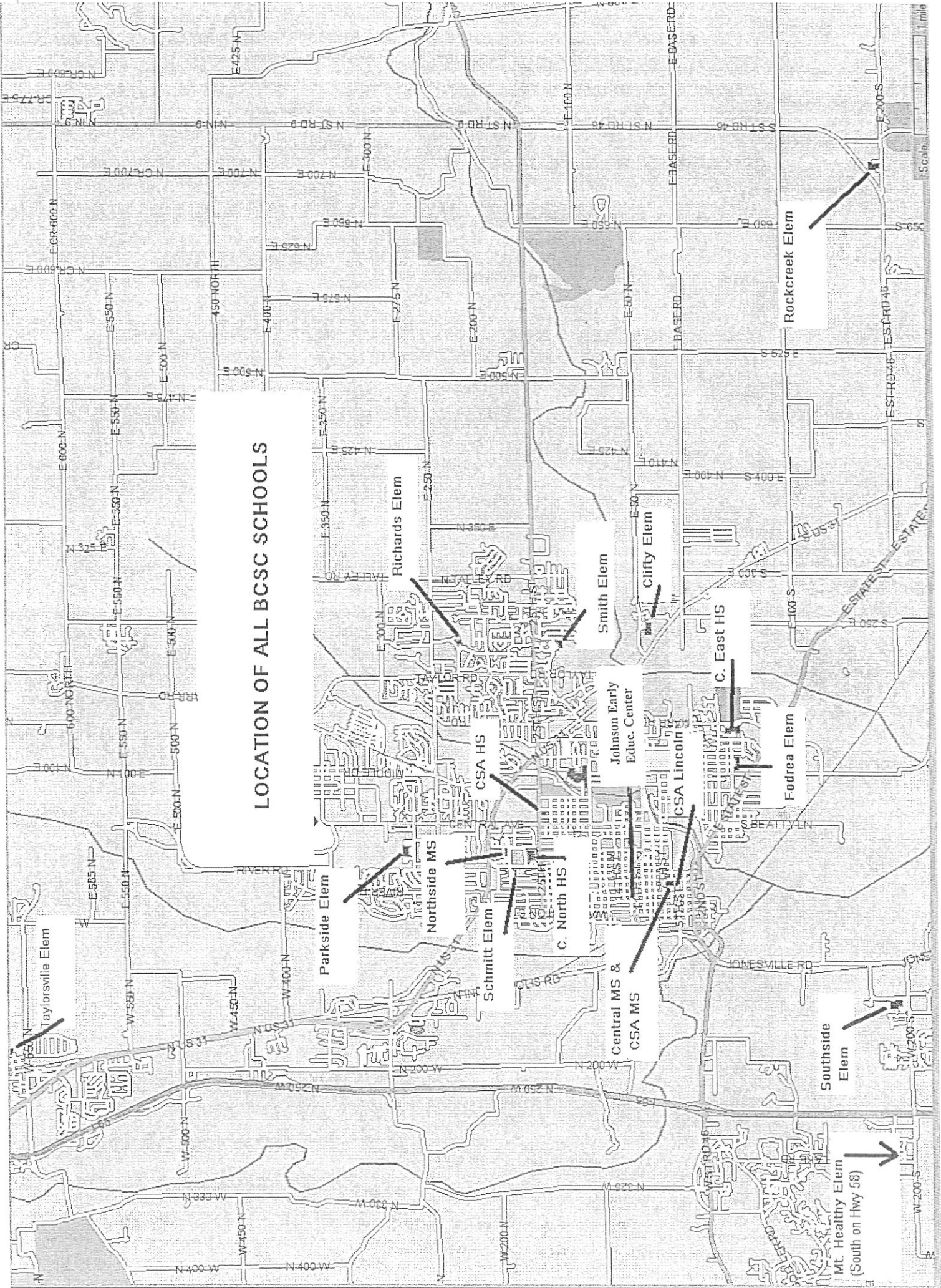
MIDDLE SCHOOLS (Grade 7 - 8)

Central (CSA)	7:50 am	3:05 pm
Northside	7:50 am	3:05 pm

HIGH SCHOOLS (Grade 9 - 12)

East	7:45 am	3:15 pm
McDowell	7:45 am	3:15 pm
New Tech H.S. (CSA)	7:45 am	3:15 pm
North	7:45 am	3:15 pm

LOCATION OF ALL BCSC SCHOOLS



Suggestions for the Substitute Teacher

1. As a general rule, substitute teachers will be called by 7:00 am. However, there may be times when it will not be possible to do this. (In case of sudden illness or a late call, the substitute should make every effort to arrive at the school within one hour after the call, sooner if possible). Make every effort to report by 7:45 am at the Elementary level and 7:30 for the middle and high school levels.
2. Afternoon only assignments will begin at 11:30 unless otherwise informed.
3. You are expected to observe the same daily hours or duty as regular teachers. It is essential that you remain as long as there are children in your charge. If the children have gone and you wish to leave, please check with the principal.
4. When you arrive, report to the school office. Be sure to sign in, as that becomes your payroll verification. At that time you may ask about any special instructions that you may need.
5. Become acquainted with the rules of the school and work within the scope of these regulations. Make every effort to gain the confidence and respect of the pupils. Being prompt, having a sense of humor, having enthusiasm and following a well-planned program will aid greatly toward this end.
6. Upon entering the classroom, locate textbooks, lesson plans, seating charts, grade books, assignments for the day and any special instructions the teacher may have left for you. Try to follow the plans of the teacher as best you can with the information that is available to you.
7. Never criticize a teacher, either to a class or to anyone else. You will be expected to maintain the same high ethical standards as a regular teacher, i.e. stories or gossip should not be carried from building to building or to the public.
8. Consider hall duty, study hall, playground duty, bus duty, etc. as a normal part of a substitute's day. If you are on an extended assignment, you will be expected to attend building meetings unless excused by the principal.
9. Leave a note to the teacher stating what you have accomplished, what assignments have been made and irregularities that may have occurred.
10. As you leave the building, stop at the school office.

CARE FOR EMERGENCY SICKNESS OR INJURY

Giving Immediate Care ~ Teachers and other school personnel are expected to limit themselves to the usual practice of first aid in managing emergencies due to sickness or accident. They should not diagnose illness or administer medication or any sort unless directed to do so by a physician. First aid materials are not to be used for subsequent treatment of injury and illness as a substitute for physician's care.

Please be aware of the "Training in Universal Precautions" for the clean-up of infection materials.

Informing Parents ~ When a pupil becomes suddenly ill at school or is injured seriously, the parent is to be notified at once and asked to come for the child. IF the parents do not have transportation, the principal or assistant principal will see that the child is taken home.

The name and phone number of the child's personal physician and dentist should be on the child's cumulative health record. These persons may be summoned in an emergency if the school is unable to reach the parent.

Helping Parents ~ The member of the school staff who notifies a parent of a child's illness or injury should be prepared to help an uncertain parent decide what is to be done for the child.

UNIVERSAL PRECAUTION PROCEDURES FOR HANDLING BLOOD AND OTHER POTENTIALLY INFECTIOUS MATERIALS

1. Put on disposable or utility gloves.
2. Use paper towels to absorb spill; the place used towels in appropriate leak resistant bag.
3. Flood spill area with a freshly prepared bleach solution (less than 24-hours old), or with a hospital grade EPA Approved tuberculocidal disinfectant.
4. Clean flooded area with paper towels or put on drying agent and sweep.
5. Place used paper towels and other debris in appropriate leak resistant bag.
6. Remove soiled disposable gloves by turning inside out. If wearing utility gloves, remove and then disinfect appropriately.
7. Place closed bag in appropriate waste container.
8. Immediately wash hands with soap and running water for 10 seconds or more.

Substitute Teacher Emergency Information

Check with the main office (via visit, phone, or intercom) if you have questions about the following information (i.e. securing entrances, fire drills instructions.).

The particular crisis may determine which of the following options are best for student and staff safety and for parent receiving:

- Fire, tornado or evacuation drills. - KNOW THE DRILLS AND LOCATIONS ASSIGNED TO YOUR ROOM.
- The closing of school,
- The use of the "shelter in place" (staying inside the facility),
- The use of the school grounds outside the building,
- The use of an evacuation site,
- The use of the Run-Hide-Fight, or
- The use of the 911 emergency call

DEFINITIONS

Lockdown is used as the lockdown signal. Students are asked to remain in the classroom or to report to the nearest classroom.

Shelter in Place is the room or facility within school grounds that can provide the best safety for students and staff.

Parent Receiving (for information) is a site where families can meet with officials and receive information without interfering with the handling of the crisis.

Rally Points are locations where students and staff should gather if they choose to evacuate the building during an armed-intruder event.

Run, Hide, and Fight are the response options for an armed-intruder situation. In the midst of a crisis, individuals are empowered to consider the best available option.

GENERAL GUIDELINES IN A CRISIS SITUATION

1. **Be calm.** Keep breathing.
2. **Follow the crisis procedures and/or directions. Be aware of the "Response Options for an Armed-Intruder Situation" and the Run-Hide-Fight procedure.**
3. **Dispel rumors** while you wait for notification of the facts. Tell your students the facts you have in age-appropriate terms.
4. **Keep your students calm.** Most will model your behavior.
5. Be ready to **evacuate if directed or if your area is unsafe.**
6. **Remain with your class.** Try to keep your group together. **If evacuating, this may not always be possible, but having or finding a place to rally afterwards might be.**
7. If **LOCKDOWN** has been announced, **look for students** in the hallway and bathrooms and direct them to a classroom. Close windows and secure all entrances if possible. Record the names, teacher, and class period of additional students.
8. **Keep your seating chart/class list(s), available emergency response materials** and keys/cell phones close at hand. Know who is absent.
9. As long as you are safe, **do not dismiss the class** unless officially directed to do so.
10. **If you hear popping noises (gunfire),** move to the safest position (i.e. away from windows, lie on floor) and/or the safest area. **You are empowered to make the following decisions: Run, Hide, Fight.**
11. **Electronic communications** may be sent and received by students but should not interrupt instructions. If students are texting, ask them to communicate only what they know, their location, and their well-being.
12. **Document any unusual events.** This information may be used to reconstruct what happened.
13. **Note the names** of students and staff who seem particularly upset by the situation so they can be monitored, checked on, or referred for assistance later.
14. **Follow instructions given by emergency personnel.** Trust the emergency personnel to have reasons for their decisions and to know what they are doing.

Lockdown Procedures

Examples:

- A. A community situation prompts outside doors be locked and inside movement limited.
- B. An emergency need to locate an individual(s) requires restricted movement in the building or school grounds.
- C. An armed person in classroom or hallway
- D. Hostage Situation
- E. Death/Serious Injury on Campus
- F. Possibly a contamination of water or air supplies

LOCKDOWN RESPONSE

1. Faculty, staff, students should go directly to nearest room where safety and space are available. As long as you are safe, do not dismiss class unless officially directed to do so.
2. Ask students to remain in classroom and standby for further information.
3. Check hallway for passing students. Direct them into a classroom.
4. Secure and/or barricade entrances if possible.
5. Close blinds. Stay away from windows.
6. Wait for further directions (i.e. evacuation, shelter-in-place information, etc.) or an all-clear signal.
7. Electronic communications may be sent or received. If necessary, only communicate/text known facts.
8. Report by phone or intercom if medical assistance is needed. Electronic communications can be used.
9. If you observe a trespasser or a perceived danger, use the intercom or phone immediately. Recognize that an electronic communication (i.e. email, text) may not be read immediately. Report the:
 - a. Location
 - b. Description and numbers of individuals
 - c. Direction headed
 - d. Possession of a weapon
10. DO NOT tie up the phone or intercom. Use them when you need medical assistance or have information. (You may have information relayed or to relay through e-mail, but that system may not allow immediate communication.)
11. These conditions remain in effect until the "ALL CLEAR" signal is announced.

ARMED INTRUDER RESONSE (RUN, HIDE, FIGHT)

In the event of an armed intruder in your area, you must quickly determine the most reasonable way to protect your own life. If you are in the midst of the crisis, empower yourself to consider best available options. Use available real-time information to make a decision. No one else can make the decision for you. If possible, alert the office and/or 911 center if you believe they be unaware of the situation.

Run – If you feel you can exit the building, do so quickly. Once outside, proceed to the closest rally point or safety zone. At that site, determine who is with you and assess any emergency needs. Remain there until given instructions to do otherwise or until the site becomes unsafe.

Hide - Go to the nearest room. Lock and/or barricade entrances. Keep quiet and out of sight. Be prepared use objects in that area to defend yourself. Remain in that place unless it becomes unsafe or until you are directed to exit by law enforcement or school administration.

Fight (Take Dramatic Action) - Fight as the last resort when your life is in imminent danger. – If directly confronted, you have the right to protect yourself and others. Commit to your actions and throw objects or strike in any way that might incapacitate or distract the intruder long enough to allow an escape.

BCSC E-Alert Notification Registration

PLEASE NOTE

- *CONTACT the BCSC Webmaster if you have any trouble creating your account, logging in or if you have any questions at webmaste@bcsc.k12.in.us*
- *If you have created an account and do not receive a text message or email when BCSC sends out a notification, please log into your account and verify that your email and/or phone number are correct.*

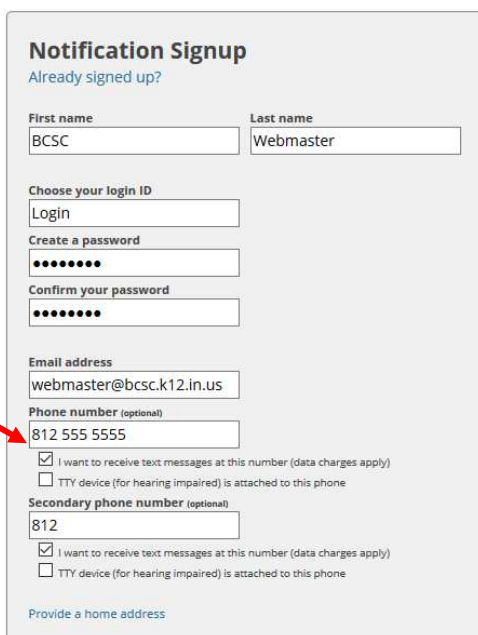
Sign Up Instructions

1. Navigate to the BCSC E-Alert Registration webpage at www.bcsc.k12.in.us/E-AlertRegistration
2. Click on the Sign Up button in the Blackboard Login image

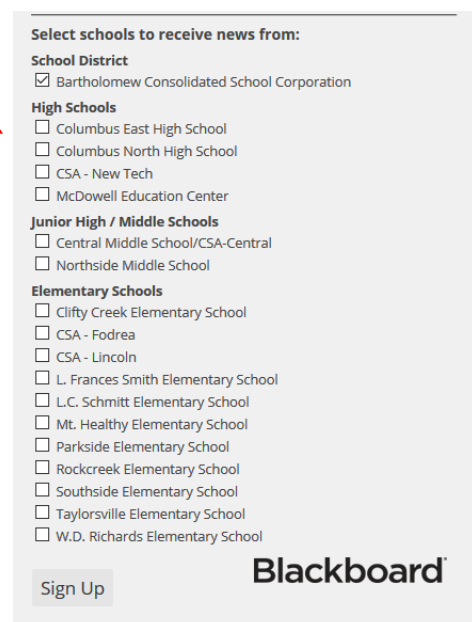


The image shows the Blackboard login and sign up interface. At the top, the Blackboard logo is displayed. Below it are two input fields: "Login ID" and "Password". To the right of the "Password" field is a "Sign In" button. Below these fields is a link for "Forgot password?". In the center, there is an "OR" separator. At the bottom, there is a large "Sign Up" button.

3. Fill in the requested information on the Notification Signup screen.
 - a. **Phone number:** When you add your cell number, the option to receive text messages will appear. Please check this box to receive text messages. If you do not check this box, you will **NOT** receive text messages.
 - b. **Select Schools**
 - c. **Sign Up**

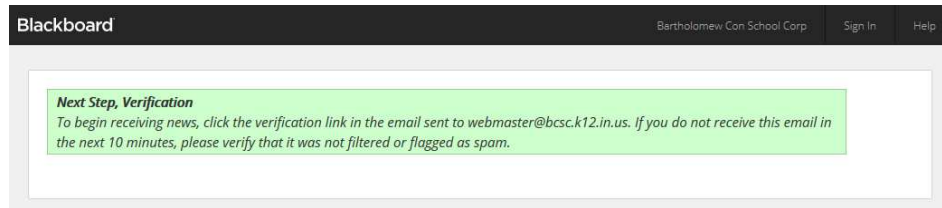


The image shows the "Notification Signup" form. It includes fields for "First name" (BCSC) and "Last name" (Webmaster). Below these are fields for "Choose your login ID" (Login), "Create a password", and "Confirm your password". There is also an "Email address" field (webmaster@bcsc.k12.in.us) and a "Phone number (optional)" field (812 555 5555). A red arrow points to the phone number field. Below the phone number field are two checkboxes: "I want to receive text messages at this number (data charges apply)" (checked) and "TTY device (for hearing impaired) is attached to this phone" (unchecked). There is also a "Secondary phone number (optional)" field (812) with a similar checkbox. At the bottom, there is a "Provide a home address" field.

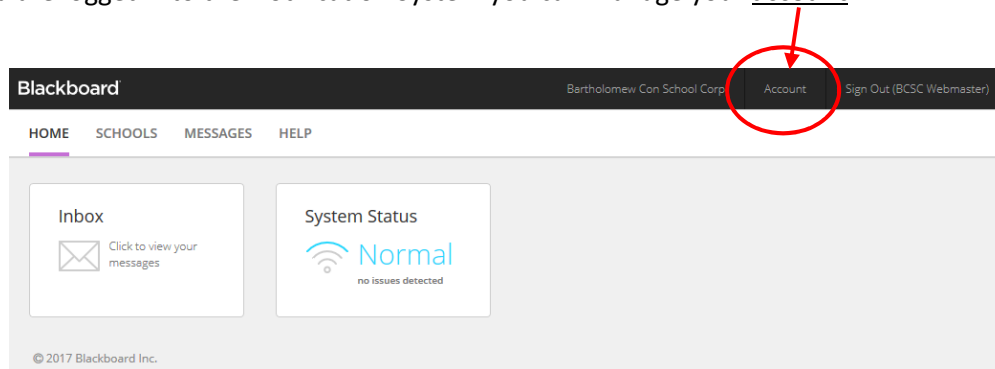


The image shows the "Select schools to receive news from:" form. It includes a "School District" section with a checked checkbox for "Bartholomew Consolidated School Corporation". Below this are sections for "High Schools", "Junior High / Middle Schools", and "Elementary Schools", each with several unchecked checkboxes. A red arrow points to the "High Schools" section. At the bottom, there is a "Sign Up" button and the Blackboard logo.

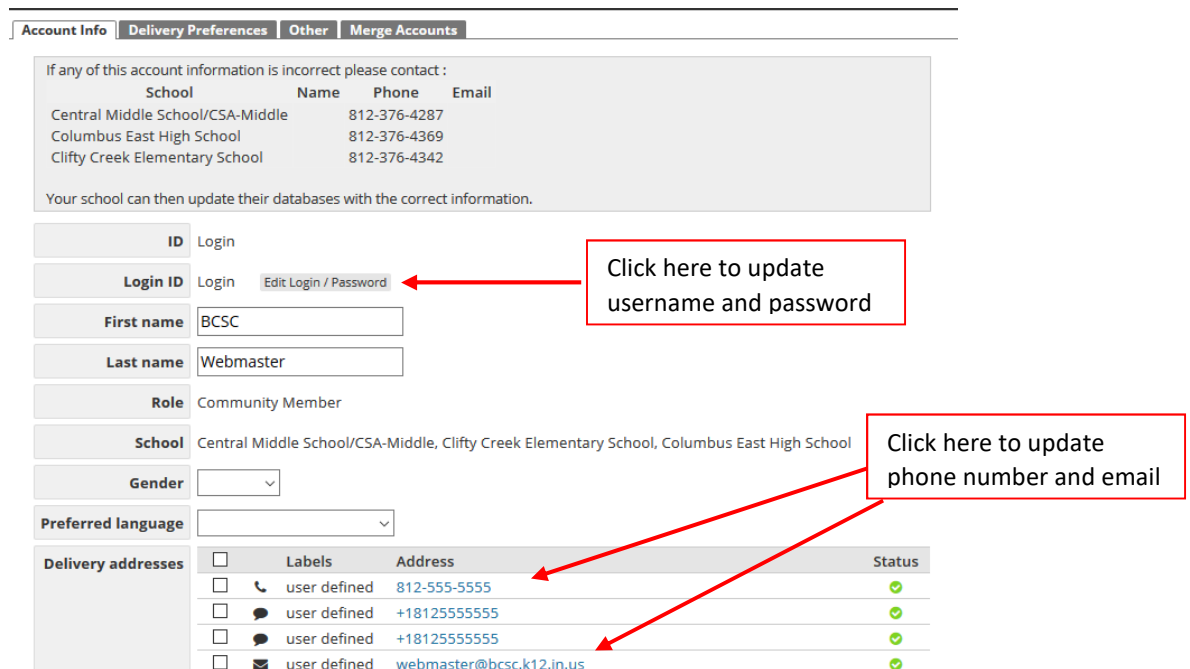
4. **Validation:** Check your email for a validation request from the system. Click on the link found in the email you receive to validate your account. This is necessary to receive emergency emails and text messages. If you do not receive a validation email from Blackboard please contact the BCSC Webmaster at webmaster@bcsc.k12.in.us



5. Once you are logged into the Notification System you can manage your **account**



- a. Change your username and/or password
- b. Update and add additional email addresses and phone numbers



Text messages are free to sign up for, but normal messaging rates apply through your cell phone provider.

PAYROLL SCHEDULE 2018 - 2019

<u>PAY/WORK PERIOD</u>	<u>REPORT DUE</u>	<u>CHECKS ISSUED</u>	
1. Aug. 6 – Aug. 17	August 17	August 31, 2018	26
2. Aug. 20 – Aug. 31	August 31	September 14, 2018	25
3. Sept. 03 – Sept. 14	September 14	September 28, 2018	24
4. Sept. 17 – Sept. 28	September 28	October 12, 2018	23
5. Oct. 01 – Oct. 12	October 12	October 26, 2018	22
6. Oct. 15 – Oct. 26	October 26	November 09, 2018	21
7. Oct. 29 – Nov. 09	November 09	November 23, 2018	20
8. Nov. 12 – Nov. 23	November 23	December 07, 2018	19
9. Nov. 26 – Dec. 07	December 07	December 21, 2018	18
10. Dec. 10 – Dec. 21	December 21	January 04, 2019	17
11. Dec. 24 – Jan. 04	January 04	January 18, 2019	16
12. Jan. 07 – Jan. 18	January 18	February 01, 2019	15
13. Jan. 21 – Feb. 01	February 01	February 15, 2019	14
14. Feb. 04 - Feb 15	February 15	March 01, 2019	13
15. Feb. 18 – Mar. 01	March 01	March 15, 2019	12
16. Mar. 04 – Mar. 15	March 15	March 29, 2019	11
17. Mar. 18 – Mar. 29	March 29	April 12, 2019	10
18. Apr. 01 – Apr. 12	April 12	April 26 2019	09
19. Apr. 15 – Apr. 26	April 26	May 10, 2019	08
20. Apr. 29 – May 10	May 10	May 24, 2019	07
21. May 13 – May 24	May 24	June 07, 2019	06
22. May 27 – June 07	June 07	June 21, 2019	05
23. June 10 – June 21	June 21	July 05, 2019	04
24. June 24 – July 05	July 05	July 19, 2019	03
25. July 08 – July 19	July 19	August 02, 2019	02
26. July 22 – Aug. 02	August 02	August 16, 2019	01



Absence Management

SIGNING IN

To log in to the absence management application, type aesoponline.com in your web browser's address bar.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

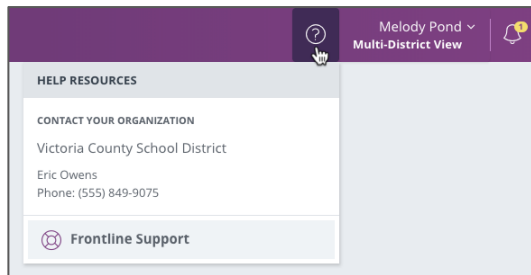
If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Date	Time	Duration	Location	Filter
Barker, Bob				
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	<input type="button" value="Reject"/> <input type="button" value="Accept"/>



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.



AESOP FREQUENTLY ASKED QUESTIONS (SUBSTITUTE)

What if I need to change my personal information on my Aesop/Frontline account?

- Review your Aesop profile to make sure all information is current
- Name, phone, address or availability changes must be reported to Judi Fall (sub-coord)
- Your email can be changed by you under preferences. Also, you can add non-work days as required

What if I do not want to receive calls?

- Change your call times under preferences or by using the prompts when Aesop calls you
- Press 2 for no more calls today or press 9 to always prevent calls

I can't remember my pin or I want to change it?

- Click on the forgot pin link when you sign in to Aesop or call Judi Fall
- Change your pin by clicking on preferences, change pin

Am I able to pick up an am and pm job on the same day?

- We have an 11:30 cutoff time between am and pm
- Therefore, you are able to pick up 2 jobs (just make sure they are in close enough proximity that you can arrive asap)
- If an assignment is scheduled beyond 11:30 for am or starts before 11:30 for pm it is automatically considered full day

When reviewing jobs what do I do?

- If Aesop calls make sure to clearly say hello
- Press 1 to review available jobs and follow prompts to accept or reject job
- Online click the accept button if interested or the reject button to remove it from your list of available jobs

What is an itinerant schedule?

- Itinerant is a traveling teacher. Sometimes a sub job goes to several schools in one day.
- Make sure you sign the sub-timesheet at each location in order to be paid for the day

Where do I find my scheduled jobs and how do I cancel a job?

- Review your scheduled jobs and past jobs in your Aesop profile to make sure they are correct
- Always check the start and end days of an assignment
- In order to cancel or change an assignment, you must contact Judi Fall

What if I miss a call from Aesop?

- Call back to get a list of available jobs or log in to your Aesop account

Does Aesop work with all browsers?

- It is not compatible with Internet Explorer

What is the sub pay scale?

- 65.00 with high school and experience working w/children
- 70.00 with 60 college cr. hours and a sub permit
- 80.00 with any valid state teaching license
- 120.00 retired teacher from any corporation for 36 days and then goes to 80.00 for rest of current school year
- Note if you have a sub permit and then receive your teacher's license, give me a copy of your license so I can raise your pay to 80.00 per day
- If you have a teacher's license and cover a long term assignment, after 15 consecutive days in the job you go to higher teacher rate

I want to make sure I stay on the sub list, what do I have to do?

- As long as you sub once per semester, you automatically stay on the sub list
- If you skip a semester, a background check is required to be put back on the sub list

If I want to know what grade or subject an assignment is, how can I find out?

- We have asked teachers to show the grade level or subject as their title on the absence
- If they have not done so, you can call the school office or look on the school website under faculty to find out

What can I do via phone?

- Press 1 to review a list of available jobs
- Press 2 to review upcoming jobs
- Press 3 to review a specific job
- Press 4 to review or change personal information

Is there a mobile app for Aesop?

- There is no mobile app compatible with our Aesop program at this time
- A subscription service called Jobulator is available which is not part of BCSC
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Where do I go for help if I have questions?

- Click on the Frontline Support tab to search for answers in regard to Aesop and informative articles
- Or call Judi Fall at 812-375-6747 with Aesop related questions
- Contact the school office if you have trouble with PowerSchool or other issues when subbing