

AESOP questions and district answers

Oct. 14, 2016

(1) Can Seattle implement AESOP so the grade level / subject appears in the job title instead of the notes? People in other districts say that's the way AESOP is used there.

- The IT Team is looking into this. It's a complicated process of pulling PowerSchool information and housing it in SAP to pull through the interface. The earliest we can see this enhancement in after Winter Break.

(2) We have numerous reports of subs (including me) who lost jobs because there was an error posting the job to a specific desired sub. Why can't the teacher be allowed to post the job directly and cut down this source of errors?

- Teachers are posting jobs along with School Admin Secretaries. They are all getting used the new system and process so errors have been made. There's a learning curve with 7,000+ users.

(3) What is the correct time to show up and stay for a job, "Employee time" or "Substitute Report time"?

- Subs should pay attention to the Substitute Report Time. Schools have been changing their times as they get adjusted to the new school year and we're working with them to adjust them as quickly as we can.

(4) If the job is for an open position can a person be listed as a contact so the sub has someone to write an email to?

- The School is the contact. The sub can click on the phone icon and to call the school.

(5) If a job is incorrectly opened to all subs on AESOP instead of to a teacher's specific choice (prearranged sub), and the prearranged sub shows up will they be paid?

- Yes, we would have to pay the sub if they show up.

(6) What happens if a sub finds out they are scheduled for a job on AESOP they did not agree to?

- The sub should call the school because the school admin secretary assigned the sub without making sure that the sub was contacted in advance.

(7) Are there limitations on subs using 3rd party apps which automatically troll for jobs?

- No. That is out of our hands. Technology will do what technology will do that's outside of the district.

(8) What happens if a sub picks up a job, works the day, gets their timesheet signed, goes home and has a message on their phone saying the job was actually cancelled?

- If they already worked, then they will get paid with the timesheet signed. If the job is cancelled by accident, they should contact the School Admin Secretary to check why it was cancelled.

(9) Times listed in AESOP have been reported as being different from times in the confirmation email

- Go with the time listed in Aesop. The Confirmation email shows the "Absence Time" of the employee. The time listed in Aesop for the Sub is the Substitute Report Time.

(10) Subs are complaining that jobs are being canceled at the last minute. What if they get to school and find the job has been canceled?

- See if the school admin secretary has another available job. If not, call the Sub Office to see if they can find another job close to the location.

(11) Some completed jobs may not show up on AESOP even if there was a job number and the timesheet was signed.

- It's under "Past Jobs" tab. If it's not cancelled, it's in there.

(12) How can a cert sign up so they see classified jobs too?

- They need to be staffed with a parapro or clerical sub position. They would have to apply through Deniece Edwards.

(13) Multiple reports of sub office phones being so backed up that secretaries can't get through to verify sub placement, job numbers, etc.

- We have caught up on emails. We've requested that everyone not call and email us with the same inquiry so that we will have less of a backup.

(14) I have seen almost no secondary jobs until a day or so ago. This is other subs' experience also. I may sometimes see 2 dozen open jobs, but at least 90% are elementary / kindergarten / pre-K.

Are almost all secondary positions being filled now?

- Yes. This is what has happened in the past too. There are a lot more elementary schools than secondary schools and many substitutes prefer to teach secondary school. There are also more secondary Special Ed jobs unfilled.

(15) Are most elementary jobs being filled or is there still a substantial percentage (20% or more) that are going unfilled?

- In the month of September, the unfilled rate of Elementary Schools is 12%

(16) How does this compare to last year?

- The fill rate for September is 89%
- The fill rate is relatively higher than last year, but it is still early to make a true assessment. Plus, we have to factor in that we are going through go-live stabilization with a completely new system with new processes versus last year is using a system that has been used for a long time.