

# Hempstead Public Schools

185 Peninsula Boulevard  
Hempstead, New York 11550  
(516) 434-4000

## SUBSTITUTE HANDBOOK 2022-2023



**Regina Armstrong**  
Superintendent of Schools

**Rodney Gilmore, Ed. D**  
Associate Superintendent  
for Human Resources



## Message from Human Resources:

Dear Substitute Teachers,

Welcome to the Hempstead School District. As the Associate Superintendent for Human Resources, I am pleased to have you as a member of our team. The Hempstead Board of Education considers a substitute teacher to be an integral part of our teaching staff. Our substitutes deserve all the assistance and support needed. This handbook has been assembled to assist you in serving successfully as a substitute in Hempstead. Enclosed you will find information regarding our expectations, school procedures, contact information, Absence Management automated sub calling system information, school bell schedules and more.

This handbook and the accompanying material have been prepared primarily to answer the questions most often asked by our substitutes, to provide direction to the substitute, and to enable our substitutes to approach their duties and responsibilities with confidence. Substitute Teachers are expected to become familiar with the contents of this handbook and to utilize the information contained in it so that the program can make significant and positive contributions to the commitment and tradition of excellence in the Hempstead School District.

If you have any questions or concerns, please do not hesitate to contact the office of Human Resources at 516-434-4021.

My best wishes to you for a great school year.

Sincerely,

Rodney Gilmore, Ed. D  
Associate Superintendent for Human Resources



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## Mission Statement

The mission of the Hempstead School District, a Long Island Model suburban-urban culturally diverse public school system is to ensure that students achieve personal growth and academic success and become productive citizens in a global society, by engaging students, staff, family and community in a comprehensive, challenging curriculum and effective instructional program which responds to each student's needs and aspirations in a safe and nurturing environment.







## HPS District Information

**Central Administration**  
**185 Peninsula Boulevard**  
**(516) 434-4012**

**Ms. Regina Armstrong**  
Superintendent of Schools

**Mr. James Clark**  
Assistant Superintendent for Pupil Personnel Services

**Rodney Gilmore, Ed. D**  
Associate Superintendent for Human Resources

**Mr. Gary Rush**  
Interim Assistant Superintendent for Curriculum and Instruction

**Mr. Jamal Scott**  
Assistant Superintendent for Business and Finance

**Ms. Djuana Wilson**  
Assistant Superintendent for Special Education

**Hempstead High School**  
**201 President Street**  
**Grades 9-12**  
**(516) 434-4200**

Principal  
Assistant Principal  
Assistant Principal  
Assistant Principal

**Dr. Stephen Strachan**  
**Ms. Kristen Kelly**  
**Ms. Betsy Benedith**  
**Dr. Clemente Robles**

Assistant Principal  
Dean of Students  
Dean of Students

**Mrs. Sionery Villar**  
**Mr. O'Neil Glenn**  
**Ms. Nathalia Reyes**

**ABGS Middle School**  
**70 Greenwich Street**  
**Grades 7-8**  
**(516) 434-4300**

Principal  
Assistant Principal  
Assistant Principal  
Assistant Principal

**Ms. Linda St. John**  
**Dr. Johnetta Hill**  
**Mr. Craig Gielarowski**  
**Ms. Wendy Eisner**

Dean of Students  
Dean of Students

**Mr. Earl Davis Jr.**  
**Ms. Joy Vanhook**

**Barack Obama Elementary School**  
**176 William Street**  
**Grades 1-6**  
**(516) 434-4400**

Principal  
Assistant Principal

**Ms. Lisaura Moreno**  
**Ms. Stacey Lagnese**

**David Patterson Elementary School**  
**40 Fulton Street**  
**Grades 1-6**  
**(516) 434-4450**

Principal  
Assistant Principal

**Ms. Keesha Keller**  
**Mr. Shakim Davis**



**Jackson Main/Annex Elementary School**  
**451 Jackson Street**      **380 Jackson Street**  
**Grades 1-6**

Principal  
 Assistant Principal  
 Assistant Principal

**Mr. Richard Brown**  
**Ms. Rowena Costa**  
**Ms. Rozella Fibleuil**

**Joseph McNeil Elementary School**  
**335 South Franklin Avenue**  
**Grades 1-6**

Principal  
 Assistant Principal  
 Assistant Principal

**Ms. Cynthia Moore-Drayton**  
**Dr. Juanita Winfield**  
**Ms. Robin Branch**

**Rhodes Academy for The Humanities and The Arts**  
**270 Washington Street**  
**Grades K-5**  
**(516) 434-4800**

Principal  
 Assistant Principal  
 Assistant Principal

**Ms. Sheena Burke**  
**Ms. Jaelle Mann-Tineo**  
**Ms. Jasmine Shepherd**

**Prospect Elementary School**  
**265 Peninsula Boulevard**  
**Grades Pre-K – K**  
**(516) 434-4700**

Principal  
 Assistant Principal

**Mrs. Carol Eason**  
**Ms. Madeline Baez**

#### **Board of Education**

**Mr. Randy Stith**  
 President

**Mr. Lamont E. Johnson**  
 Vice President

**Mrs. Olga Brown-Young**  
 Trustee

**Ms. Patricia McNeil**  
 Trustee

**Dr. Joylette Williams**  
 Trustee





## School Contact Information

Staff Member direct contact information in charge of Substitute Teacher by building.

Staff Member	Building	Contact Information	School Hours
Sionery Villar	Hempstead High School	516-434-4205 <a href="mailto:svillar@hempsteadschools.org">svillar@hempsteadschools.org</a>	7:25am – 3:25pm 8:45am – 3:45pm
Linda St. John	ABGS Middle School	516-434-4300 <a href="mailto:lstjohn@hempsteadschools.org">lstjohn@hempsteadschools.org</a>	Grade 7: 8:20am – 3:10pm Grade 8: 7:30am – 2:19pm
Lisaura Moreno	Barack Obama School	516-434-4400 <a href="mailto:lmoreno@hempsteadschools.org">lmoreno@hempsteadschools.org</a>	8:15am – 3:15pm
Keesha Keller	David Paterson School	516-434-4450 <a href="mailto:kkeller@hempsteadschools.org">kkeller@hempsteadschools.org</a>	8:15am – 3:15pm
Richard Brown	Jackson Main/Annex School	516-434-4650 <a href="mailto:rbrown@hempsteadschools.org">rbrown@hempsteadschools.org</a>	8:15am – 3:15pm
Cynthia Moore-Drayton	Joseph McNeil School	516-434-4500 <a href="mailto:cmooresdrayton@hempsteadschools.org">cmooresdrayton@hempsteadschools.org</a>	8:15am – 3:15pm
Carole Eason	Prospect School	516-434-4701 <a href="mailto:ceason@hempsteadschools.org">ceason@hempsteadschools.org</a>	8:15am – 3:15pm
Sheena Burke	Rhodes Academy	516-434-4800 <a href="mailto:sburke@hempsteadschools.org">sburke@hempsteadschools.org</a>	8:15am – 3:15pm



## Substitute Calling Procedures

Hempstead School District uses an automated service that greatly simplifies and streamlines the process of notifying you when your services are needed in the district. Absence Management is the name of the system utilized by the district to assist you in locating substitute positions. You can access the system via telephone and Internet. The system is available 7 days a week, 24 hours a day, visit the site at <http://www.frontlinek12.com/AESOP>

- Internet: [www.frontlinek12.com](http://www.frontlinek12.com)
- Toll-free, automated voice instruction menu system at 1-800-942-3767.

You can also search for and accept available jobs, change personal settings, update your calendar, and personalize your availability. You will need your ID and pin number to log on onto the website.

## What to do when Absence Management calls you?

You will be prompted to enter either a PIN number and/ or an Identification (ID) number. This information will be given to you when you are hired. You will then be prompted to either accept or reject the assignment, as well as all future calls for jobs on the day of the assignment. If you accept, the system will issue you a confirmation number that you might need in the event of a follow-up inquiry. Please remember that you have not accepted the job until you receive a confirmation number. Absence Management will provide you with the following details:

- School Name
- Date(s) of assignment
- Room or location where you will need to report
- Start time
- Any further special instructions left by the absentee.

At the end of your workday, you must check-in and OUT with the main office secretary for further instructions.



## Special Education

As a substitute teacher in the district, you may be assigned to a self-contained classroom or resource room, where all the students have been identified as students with disabilities, or to a co-teaching classroom, where some students have been identified as students with disabilities. Use the following guidelines to assist you in working with students with disabilities:

- Consult the Individualized Educational Plan (IEP); it provides information about services offered to the student, such as accommodations and modifications.
- Maintain Confidentiality.
- Focus on the students' abilities, not their disabilities.
- Be sensitive and patient.
- Use the Teaching Assistant or Co-Teacher in the classroom, if assigned.
- Check for student understanding after giving directions.
- Offer encouragement, support, and praise.
- Provide clues to assist the students in completing the tasks at hand.

## Substitute Teacher Job Responsibilities

Responsibilities for a substitute teacher include the following:

- Be punctual and adhere to the classroom schedule.
- Maintain order in the classroom.
- Follow the teacher's lesson plans in sequence and fulfill all responsibilities of the teacher, including extra duty.
- Supervise the students assigned to the regular classroom teacher (i.e., hallways, lunchroom, dismissal, cafeteria, etc.).
- Do not leave the building during work hours.
- During a teacher's conference period you may be asked by the principal to substitute for another class during that time.
- The building may change your assignment once you arrive.
- Do not use corporal punishment and there must be no inappropriate physical contact with students.
- Never sexually harass a student or employee, whether verbally or physically.





- Always wear the school Identification (ID) badge on the school campus. If the ID badge is lost, obtain a replacement badge.
- Follow all Hempstead School District Policies and Procedures. It is your responsibility to familiarize yourself with the Substitute Handbook and with all District Policies and Procedure, which can be accessed on the Hempstead Schools Homepage at [www.hempsteadschools.org](http://www.hempsteadschools.org) and follow the links to the Human Resources Home Page.
- Substituting is part-time. You are not eligible for unemployment compensation benefits during any scheduled school and summer breaks.
- You do not have an employment contract with Hempstead Public Schools and may be dismissed at any time for any reason not prohibited by law or without cause, as determined by the needs of the district.
- Be on time in order to start your duties at the scheduled time. If you anticipate being late, you must call the school office so they can plan accordingly. You are expected to remain at school until the end of the school day.





## Workplace Conduct

The following are the minimum standards of conduct for substitutes. These standards are not intended to be all-inclusive or cover every possible situation. Violations of these standards will result in corrective action, ranging from a verbal/written warning to the dismissal of employment. The severity of the corrective action will depend on the seriousness of the violation, and the frequency of infractions committed by the employee. Minimum standards of conduct include, but are not limited to:

- A substitute abides by all federal, state, and local laws and statutes.
- A substitute maintains a professional relationship with all students, both inside and outside the classroom.
- A substitute will not take pictures (digital, photographic, video or any electronic media) of students.
- A substitute refrains from the abuse or inappropriate use of alcohol or drugs during substitute assignments.
- Cellphones need to be turned off during instruction when the students are in the classroom.
- A substitute is prohibited from using the teacher's computer unless they are on a long-term assignment and have received permission from the proper authorities.

## Ethics

- Work with employees and students in a productive, cooperative, and positive manner. Negativity, absence of a sense of humor, or an unwillingness to be flexible, cooperative, or helpful, may result in not being invited back as a substitute teacher on that campus and/ or being removed from the substitute roster.
- Follow the teacher's lesson plan.
- Render honest, efficient, and effective services in the performance of duties.
- Obtain materials, equipment, and tools needed for the job in the prescribed manner.
- Be courteous to students, teachers, supervisors, administrators, other District employees, and members of the public.

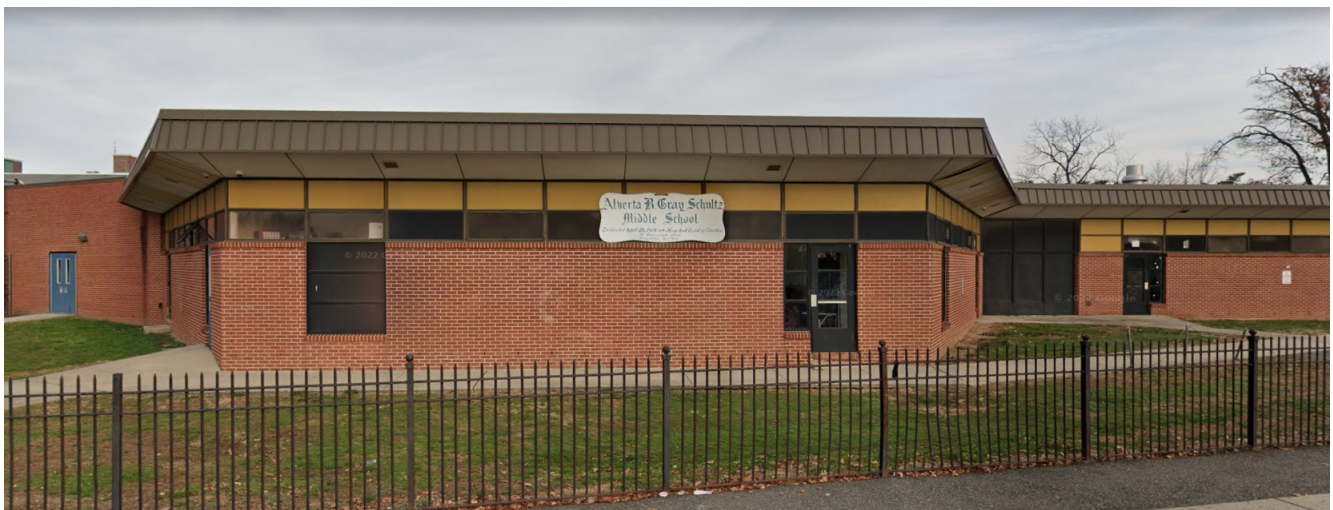


## Attendance

- Report to work at least 15 to 20 minutes before the start of school.
- Never leave the students alone in the classroom.
- Do not leave the building during work hours. In case of emergency, notify the building administrator or secretary before leaving the school.
- Remain at work until the end of your work assignment, which may include the teacher's end of the day duties.

## Maintain Safety and Security Standards

- Observe and comply with safety regulations and procedures.
- Immediately report all personal injuries as the result of work-related duties to the building supervisor and on the appropriate form available in each school.
- Always wear your ID badge in the building.
- Exercise proper care of District facilities and property. Failure to maintain the standard will result in the employee being required to reimburse the district for necessary repairs/ or replacement through payroll deductions.
- Report damage to, or theft of, District property immediately upon discovery.





## Refrain from Inappropriate Behavior

- Using worktime, material, and/or District facilities and equipment for personal work and activities including excessive use of District telephones.
- Removing or borrowing District property without permission
- Threatening, intimidating, using profanity, or interfering with other employees on District Property, at any time.
- Distributing or posting literature on District property or posting/removing bulletin board notices without proper authorization.
- Unauthorized soliciting or selling on District premises during hours of duty.
- Acting in a manner that interferes with or disrupts the work environment, morale, or teamwork.
- Allowing any unauthorized individual into any District facility
- Smoking tobacco, using or being under the influence of illegal drugs, or using alcoholic beverages on District property.
- Sexually harassing another District employee or student.
- Sleeping while on duty in the classroom.
- Verbally or physically abusing or harassing students or staff.
- Using inappropriate language or actions when dealing with students. Using inappropriate or unapproved books, videos, etc., in the classroom.
- Do not provide students with your personal contact information or ask for their personal information.
- Unauthorized use of the computer or Internet; printing or copying of any documents not authorized by the teacher and not directly related to the classroom assignments.
- Working on personal business during the school day.
- Leaving the students unattended at any time or leaving school early without authorization from the building administrator.
- Soliciting students for private enterprises (I.e., if you have a tutoring business as a private business).



## Cancellation of Assignments

When a substitute teacher accepts an assignment, he/she is making a commitment to the school. Assignments should only be cancelled in case of an emergency. If an emergency arises, the substitute should cancel the job as soon as possible. To notify Absence Management that you will no longer be able to fill an assignment:

- You must know the specific confirmation number
- Cancel the job as soon as you know that you cannot meet the commitment. If you need to cancel within 24 hours of the job start time, please call the school to let them know you have to cancel your assignment. If it is after school hours, leave a voice message indicating that you are no longer available.
- If you attempt to cancel within one hour before the job starts, Aesop will prompt you to notify the school so that they can remove you from the assignment and start the process to obtain another substitute. If you cancel within 12 hours of an absence, the system will generate an automatic No-workday, which cannot be removed. You will not be able to accept any other job from the same workday you cancelled.

We monitor the activity of called jobs. If we identify a pattern of “last minute” cancellations (within 4 hours of job start time) or see jobs cancelled so a different job can be accepted, the substitute will be notified and may possibly be denied further employment.





## Closing and Delays

If the school closed for any reasons those substitutes scheduled to work will be notified by Absence Management via the website <http://www.frontlinek12.com> and by phone. School Closings or delayed opening will also be posted on the school website at; [www.hempsteadschools.org](http://www.hempsteadschools.org).

## In Case of an Emergency

### Handling accidents/ Illnesses

- If appropriate, send the student to the Main Office or Nurse's Office for further care. If the situation is an emergency, contact the nurse's office or main office immediately.
- Do not move a severely injured or ill student or staff member unless absolutely necessary for immediate safety.
- Do not administer medicine of any kind to students (Aspirin, cough medicine, prescription, or non-prescription drugs).
- Do not touch a student if he/ she is bleeding. Provide the student with tissue or paper towels, instructing them to hold it in the area.
- With any accident or illness, fill out a report for all incidents requiring above procedures are required by school policy.





## Location of Automated External Defibrillators (AED)

An AED is used in an emergency situation when it is believed a person may be in cardiac arrest. The location of the defibrillators differs in each school building, but generally, one AED is located in the nurse's office in each school. Knowing where the defibrillator is kept in each building is important information in case you are asked to retrieve the AED in case of an emergency.

School	AED Location
Hempstead High School	516-434-4202
ABGS Middle School	516-434-4301
Barack Obama	516-434-4401
David Patterson	516-434-4451
Jackson Main/Annex	516-434-4651
Joseph McNeil	516-434-4501
Prospect	516-434-4701
Rhodes	516-434-4000

## Child Abuse Reporting

If you suspect child abuse: Remember that you are mandated reporters. Do not investigate. You do not have to establish the validity of the case. This is the sole responsibility of the authorities. Notify the principal, the nurse, the counselor, and/or school psychologist for assistance.

## Safety Evacuation Procedures

- If you are not provided with a copy of the school's emergency procedures when you arrive to substitute, request this information at the office.
- Familiarize yourself with your surroundings so that you know how to evacuate the class in the event of a fire drill or other emergency.



- Know where the nearest exits are located.
- Have a class roster to take with you as you evacuate the building.
- More explicit procedures are explained on the following pages.

## Fire Drill Procedures

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that everyone follow directions promptly and clear the building by the prescribed route as quickly as possible when the fire alarm is sounded. All school personnel should know where the fire extinguishers are located and how to use them. They must also know the location of the fire alarm boxes. Upon the sounding of the fire bells, all staff must exit the building and proceed to their assigned site with their class. Each floor will then be inspected by a floor coordinator (Assistant Principal or Dean) who will check their assigned rooms, offices, and lavatories to ensure that all persons have vacated the floor.

**The classroom teacher is responsible to lead and/or assist all their students during the evacuation of the building.** During your initial home base and class sessions and at frequent and regular intervals, review the fire drill exit routes from your classroom with your students. Review the posted fire drill exit routes in your rooms where students may become familiar with them. Select the next best route in case your usual way is blocked for some reason. Be certain that your students know the fire drill signal and the exit routes from your rooms. It is expected that students walk in pairs and remain silent as the teacher leads them from the building during a drill.





### **SIGNAL: CONTINUOUS RINGING OF FIRE ALARM BELL**

#### **Classroom Procedures:**

1. Exit the classroom immediately.
2. Take your classroom "Emergency Folder/Binder" (if applicable" located behind your classroom door.
3. Close your classroom door after all students have left.
4. Lead students from the building to the assigned exit/route for your room. NO TALKING.
5. Assist those students who are non-ambulatory.
6. Take your class a considerable distance from the building.
7. Check the class roster as soon as possible to make sure all students exited the building.
8. An administrator will signal teachers to return to the building.

### **CAUTION NO TALKING OR RUNNING PERMITTED DURING THE EXIT OF DRILL**

#### **During the fire drills, the following conditions will apply:**

1. There will be no use of the elevator
2. All employees must evacuate the building. Only the head custodian or his alternate may remain in the building
3. Teachers must notify an administrator of students for whom there is no accounting
4. Students who are not in attendance in their classroom during the drill should be notified by the classroom teachers to report to an administrator once outside the building. They, in turn, will notify the classroom teacher
5. Teachers who are not assigned to a teaching period during a fire drill should assist in evacuating the building. After exiting, they should report to an administrator for further instructions
6. The nurse will be in front of the building in case of an emergency
7. The regular bell system will be turned off. The bell system will be turned on after students and teachers return to the building



## Helpful Hints and Checklist

1. Report to the Main Office
  - ✓ Introduce yourself if you are in school for the first time
  - ✓ Check in and receive initial instructions
  - ✓ Ask if there are any schedule changes for today
  - ✓ Check out procedures
2. Emergency procedures of the school
  - ✓ If you do not know or it's not provided in the lesson plans, ask the Building Principal or Assistant Principal.
3. Lesson Plans
  - ✓ Be prepared to teach
  - ✓ Follow the lesson plans left by the regular teacher as closely as possible
  - ✓ It is great to receive good lesson plans, however, ask other teachers if you need additional plans.
4. Classroom schedule – Be sure you know:
  - ✓ The daily class schedules
  - ✓ When students eat lunch
5. Classroom management
  - ✓ Maintain discipline
  - ✓ Be consistent and accentuate the positive
  - ✓ Review class rules or discuss rules to be followed while the regular teacher is out
6. You should:
  - ✓ Never read books, magazines, or newspapers in the classroom unless it is part of the instructional program
  - ✓ Avoid discussing and comparing situations in one school while serving in another. Treat all student information confidentially
  - ✓ Dress neatly and appropriately for each assignment
  - ✓ Never use a cell phone during scheduled work time/instructional time
  - ✓ Advise the Personnel Office of changes in your availability and/or assignment preferences or restrictions





## Keys to Being a Great Substitute Teacher

### BE:

- ✓ prompt
- ✓ yourself
- ✓ honest
- ✓ aware of your own special talents
- ✓ firm, fair, consistent, and caring
- ✓ prepared
- ✓ positive
- ✓ flexible
- ✓ professional
- ✓ pleasant
- ✓ patient
- ✓ enthusiastic

### DON'T

- ✓ leave students unsupervised
- ✓ talk with students not at them
- ✓ threaten
- ✓ ignore the lesson plans left by the teacher

### DO:

- ✓ indicate self-confidence
- ✓ maintain order in the classroom
- ✓ treat each child in a kind and fair manner
- ✓ respect each child
- ✓ make directions clear and concise
- ✓ ask for help when needed
- ✓ maintain dignity and professionalism





## Frequently Asked Questions

Please read this section before contacting the Human Resource Office.

### Q1. What are the Human Resource Office hours, and contact information?

- A. The Human Resource Office hours are 8:00am-5:00pm. The telephone number is (516) 234-4020.

### Q2. When can I begin substituting?

- A. After you are officially hired as a permanent substitute teacher, and you have received your Absence Management welcome email. Once you receive the "Welcome Letter" the substitute will be registered with the AESOP/calling system to start accepting jobs. (Please keep your PIN number confidential.) Refer to this Substitute Handbook for detailed instructions on using AESOP

### Q3. How do I find out what jobs are available?

- A. AESOP will call you from 5:30am to 7:30am for future jobs. You may also view available jobs on AESOP, which is highly encouraged. Always ensure that you receive a confirmation number for any job you agree to take.

### Q4. What do I do when I arrive at the school?

- A. Before you leave for the school, verify your assignment information in AESOP. As soon as you arrive at the school, please sign in the book assigned to substitutes and give them your confirmation number. If you were not given a confirmation number, you do NOT have the assignment. Ask for the substitute folder/binder inside are lesson plans and emergency plans.

### Q5. What do I do if my substitute status changes?

- A. You can log in to AESOP at any time to update your changes in your availability. You can also make changes to your substitute profile. If you want to be removed from the substitute list, please send an email to [rgilmore@hempsteadschools.org](mailto:rgilmore@hempsteadschools.org)



**Q6. If I reject a job for a particular day, will AESOP quit calling me that day?**

- A. No absence Management may still call you for other jobs if it matches qualifications unless you ask the system in your first response to “not call you anymore” that day.

**Q7. Can an employee assign me to, or request me for his/her absence?**

- A. No, the employee must create the absence in AESOP. The assignment will then be made available to be accepted by subs that are available and qualified for that absence.

**Q8. As a substitute am I allowed to work in the summer?**

- A. No, only full-time employees are allowed to work during the summer months and summer school.

**Q9. What if the days I am available to work changes from week to week?**

- A. You can change this information yourself in AESOP.

**Q10. Can I call AESOP and listen for jobs?**

- A. Yes, we would like for you to be proactive in looking for and accepting jobs. Job hunting can be done 24 hours a day, seven days a week. You may use the phone or web to do this.

**Q11. How many jobs must I work to remain active as a substitute?**

- A. We prefer our substitutes to work at least 2 days a week when jobs are available. We have unfilled jobs every day. However, if you do not work for three months and did not make yourself “unavailable” in AESOP during that time, it may result in your removal from the sub system. Once removed, you will need to reapply to the district.

**Q12. If I reject or cancel jobs, will I be automatically removed from the substitute list?**

- A. AESOP will still call you for other jobs if you meet the criteria. However, we do monitor the activity of cancelled jobs. If we identify a pattern of cancellations, we will contact you in order to review the reasons for cancellation. This could result in your removal from the substitute list. If you cancel a job within 12



hours of the start time. AESOP will create an automatic non-workday and you will not be able to search or accept jobs for that same time frame.

**Q13. What is the difference between marking myself “Unavailable” and “Do not call”?**

- A. Do Not Call means that AESOP will not call your telephone to offer any jobs during the call out period. It does not mean that you are not available to work. You can still call into ASEOP or go online to search for jobs. Unavailable means that AESOP will not offer you any seven (7) jobs for the day or during the date range that you have entered. It does not mean that you are not taking call for future dates. AESOP may still call you during the evening callout period to offer work for a future date. Example: if you say that you are unavailable on Monday, AESOP will not offer you a job for Monday, but it may call you Monday evening to offer you future jobs.

**Q14. Do I need to remember my confirmation number?**

- A. Yes, the confirmation number is your assurance that AESOP has registered your acceptance of the job. You will also need this number if you need to cancel the job. Each job is given a unique number so carry your printed job assignment and number with you to the school. Remember that if two substitutes show up for the same job, the substitute with proof of the confirmation number will be granted the assignment.

**Q15. Can I cancel a previously accepted job in the event of an emergency?**

- A. Yes, if you are cancelling a job within 24 hours of the start time of the job, you may call the school and inform them. If it is after school hours, leave a voice message. To cancel a job within 12 hours of the start time, you MUST call the school to inform them, and the system will generate a non-workday. Always try to cancel your job as early as possible, so a new substitute can accept the position. Last minute cancellations have a negative impact in securing another substitute in a timely manner.



**Q16. Will I ever be offered jobs in buildings I did not request?**

- A. You may be called for jobs outside your stated schools if a special request for you is made or to fill last minute unfilled jobs. You may also elect to not be called for jobs in certain buildings. You can do this by logging into AESOP and changing your default profile.

**Q17. Does AESOP call on the weekends?**

- A. AESOP will not call on Saturday. It will call on Sunday night for Monday and Tuesday absences.

**Q18. Do I call the Human Resource Office if I need directions to a school?**

- A. No, it is your responsibility to get directions before you go to the school. We suggest you have the school phone number on hand should you have problems finding the building. Often the building staff is familiar with the area and can give you more detailed directions if you are lost.

**Q19. I need to update my address/phone number and last name due to a recent marriage. How do I get these changed in AESOP?**

- A. You must complete a name change form in the Human Resource Department and bring the appropriate documentation (marriage license, divorce papers, etc.) to the Payroll Office.

**Q20. I accepted a job through AESOP and have confirmation number. However, when I arrive at the school, the teacher was there but forgot to cancel her assignment. What do I do?**

- A. The school will offer you an unfilled assignment in the same building upon your arrival, if available. You will need to accept the new assignment or choose to go home without pay. You may also log back into or call AESOP (once the office has taken you out of the assignment) to search for unfilled jobs in other buildings. It is your responsibility to make sure the status of your confirmed job is still active before you are in route to the school. You would receive an email notification. For those of you without an email address you would need to log into your AESOP account. If you choose to leave the school without pay





or to look for an assignment in another building, please ask the office to take you out of the absence before you leave the building.

**Q21. I need to get a letter from the district verifying employment, who do I contact?**

- A. Please call the Human Resource Department at (516) 434-4024. You may contact **Constantina Rigalos** at [crigalos@hempsteadschools.org](mailto:crigalos@hempsteadschools.org)

**Q22. Can substitutes attend District staff development?**

- A. If you are in a long-term assignment, a school administrator may request approval for you to take staff development or provide school staff development as required by the assignment you are in.

