Tips For Being a Successful Substitute

Before the job:
- Respond promptly to calls or Aesop request for the job.
- Double check to make sure you have the correct location, date and time of the job.
- Don't cancel at the last minute unless absolutely necessary.

The day of the job:
- Arrive promptly, even a few minutes early to meet the staff and put your things away.
- Introduce yourself and ask questions to get an understanding of what your responsibilities will be.
- Take direction from other staff in working with students. Initiative is great, but until you have some knowledge of how things work in that classroom, don't "wing it".
- Put away your cell-phone unless you are on break or lunch. If there is an **urgent** need to use your phone, keep it brief.
- Dress appropriately – safe, functional and neat are the guidelines. Flip flops are not appropriate for working in our classrooms, especially if you have to chase some of our "runners".
- Keep conversations professional; maintain your focus on the students and their needs. Being too "chatty" with other staff is one of the most common complaints we receive about substitutes.
- Engage with students – get down on their level.

Be available:
- When you receive a phone call or email from us, please respond, even if you can't work that day.
- When you are unavailable for a period of time, please indicate this in Aesop so we don't waste our time calling and calling. If you forget to set the unavailable feature, just press the #2 when the system calls you and it won't continue calling you that day.
- Do NOT set the system for DO NOT DISTURB for extended periods. If you are interested in working, you must be available.
- Unless you've contacted us and let us know what's going on (surgery, student teaching, etc.), you may be terminated due to inactivity.
- When you are no longer available, just let us know so we can take you off the list.