



SACS

SOUTHWEST ALLEN COUNTY SCHOOLS

SUBSTITUTE TEACHER REQUEST PROCEDURES - August 2018 Please remember to plan for your absence by requesting a substitute teacher in one of the following ways:

1. E-Mail Requests (Computer) Please use your school email for identification purposes.

Requests should be sent through Outlook as follows:

Middle and High School - Jennifer Spurgeon JSpurgeon@sacs.k12.in.us

Elementary -- Natalie Sorg NSorg@sacs.k12.in.us

- A.** Substitute teacher requests made by e-mail must be submitted by 10:00 p.m. for next day requests. Next day substitute teacher requests made after 10:00 p.m. **must be completed by phone call on the substitute line.**

For e-mail requests, please include the following information:

1. Your name
2. Name of school
3. Grade/Subject
4. Date needed
5. Length of assignment: AM, PM, or Full day
6. Substitute Preferences (if applicable)

- B.** Verifications of requests will be sent by e-mail when a substitute teacher is secured. This verification will usually occur within 24 hours of the initial request.

Requests received within 24 hours of the assignment may not receive e-mail notification.

2. Substitute Line Requests (Telephone)

- A.** Substitute Phone Line Number is **431-0861**. This number will put you through to voicemail where you will leave your detailed request with the following required specific information.

For substitute line requests, please include the following information:

1. Your name
2. Name of school
3. Grade/Subject
4. Date needed
5. Length of assignment: AM, PM, or Full day
6. Substitute Preferences (if applicable)

- B.** Verifications of requests will be sent by e-mail when a substitute teacher is secured. This verification will usually occur within 24 hours of the initial request.

Requests received within 24 hours of the assignment may not receive e-mail notification

- C. For substitutes needed on the current day, you may call the substitute line according to the schedule below.** * Otherwise, you must contact your building secretary and they will secure a substitute teacher for you.

Important Items to Remember:

1. Request substitute teachers as far in advance as possible in order to secure the substitute of your choice and to assist the substitute callers in securing the most appropriate substitute for your particular assignment.
2. If you book a substitute teacher yourself, you must report the name of the substitute and the date reserved to the substitute callers either through e-mail or the substitute phone line immediately. Also inform your school secretary.

Preparing today's learners for tomorrow's opportunities.

PHYLLIS DAVIS ♦ DIRECTOR OF HUMAN RESOURCES

4824 Homestead Road ♦ Fort Wayne, Indiana 46814 ♦ (260) 431-2050 ♦ pdavis@sacs.k12.in.us

3. ***Please remember that the substitute callers do not check messages after 8:00 a.m. at the elementary level and after 7:30 am at the middle/high school level. You must contact your building secretary after these times for substitute needs on the current day.**
4. Substitutes hired for half-days work 3 hours and 30 minutes. Any time over this amount is considered a full day assignment and constitutes a full day's pay. *Approved arrival or departure prior to or after the scheduled work assignment hours is allowed and won't affect pay rate for the day. (Delay days will alter schedule-check with building.)

Elementary;	a sub full day assignment is 8:45 to 3:45	A.M. assignment is	8:45 - 12:15
		P.M. assignment is	12:15 - 3:45
Homestead;	a sub full day assignment is 7:35 to 2:35	A.M. assignment is	7:35 - 11:05
		P.M. assignment is	11:05 - 2:35
Summit;	a sub full day assignment is 7:20 to 2:20.	A.M. assignment is	7:20 - 10:50
		P.M. assignment is	10:50 - 2:20
Woodside;	a sub full day assignment is 7:20 to 2:20.	A.M. assignment is	7:20 - 10:50
		P.M. assignment is	10:50 - 2:20.
5. If you require a substitute due to a large group training session, check with your Administrator regarding substitute needs. The Administrator will coordinate the securing of all subs needed for the day with the substitute callers or HR. Please confirm that a substitute has been secured if obtained by someone other than you.