



Azle Independent School District

300 Roe Street, Azle, TX 76020
817-444-3235 | www.azleisd.net

AZLE ISD SUBSTITUTE TEACHER AGREEMENT

- All assignments have to be entered into the AESOP system. All long-term substitute assignments must report to the substitute coordinator if duty is missed. **Failure to follow these rules could result without pay.**
- You must sign-in at the front office on the substitute sign-in sheet, and you **MUST** have a confirmation number to be paid correctly. **Failure to follow these will rules could rules without pay.**
- If you have concerns regarding job assignments, please email the substitute coordinator and she will schedule an appointment with you. *All complaints and concerns must be sent in writing to sunger@azleisd.net.*
- If no one has accepted an assignment by **6:30 a.m.** the substitute coordinator will begin calling any non-scheduled substitute teachers to try and fill the outstanding vacancies.
- Substitutes will be called by AESOP between the following hours:
(Please note the automated system is a 1-800#)
 - **5:45 A.M. - 11:00 A.M.** (current day) **3:30 P.M. - 9:30 P.M.** (next day)
- When accepting any assignment, write down the following information: teacher's name, campus location, confirmation number, and start time.
- If you need to cancel an assignment, do so through the AESOP system. If you are unable to cancel your assignment, email the substitute coordinator at sunger@azleisd.net Include the following information whenever canceling an assignment by email: your name, teacher's name, and campus. **Job cancellations will need to be made by 6:30 a.m., if on the same day of your assignment.**
 - **All sub cancellations within 24 hours need to be emailed to sunger@azleisd.net.**
 - **Any substitute continually canceling assignments within 24 hours is subject to be removed from the substitute list.**
- If you are not available to work on a particular day, log the day into the AESOP system as **non-work day**.
- **All subs are required to work (10) full sub assignments per school year. On April 30, if you have worked less then (10) full sub assignments, and have provided no email communication with the sub coordinator as to why you cannot work, you will be deactivated from the Aesop Substitute System.**
- **If you are deactivated you will have to reapply online and your application will be reviewed for rehire.**
- **If at any time you receive two write ups, you will be deactivated from the district sub list.**

I have read and understand the above agreement regarding substituting for Azle ISD.

Substitute Teacher Signature: _____ **Date:** _____