

# Aiken County Public Schools



**An Overview**

# **Automated Solutions for Securing Substitutes**

**School Board Presentation**

**June 21, 2011**

By

ACPS Department of Human Resources

# Aiken County Public School Employees

- **Over 3,100 Aiken County Employees**
- **Potential Staff Members Requiring Substitutes**
  - 1636 Educators
  - 760 Non Instructional Staff Members
- **School Secretaries or Assigned Personnel**
  - Calls made during the employees' regular work hours
  - Calls starting within hours of the school's start time



# Automated Solutions:

- **Completely automates employee absence reporting, substitute placement, and data management tasks such as exporting to payroll**
- **Allows for 24/7 telephone and Internet access for users**
- **Can be used for all employee types**

✓ **Teachers**

✓ **Para-Professionals**

✓ **Maintenance**

✓ **Food Service**

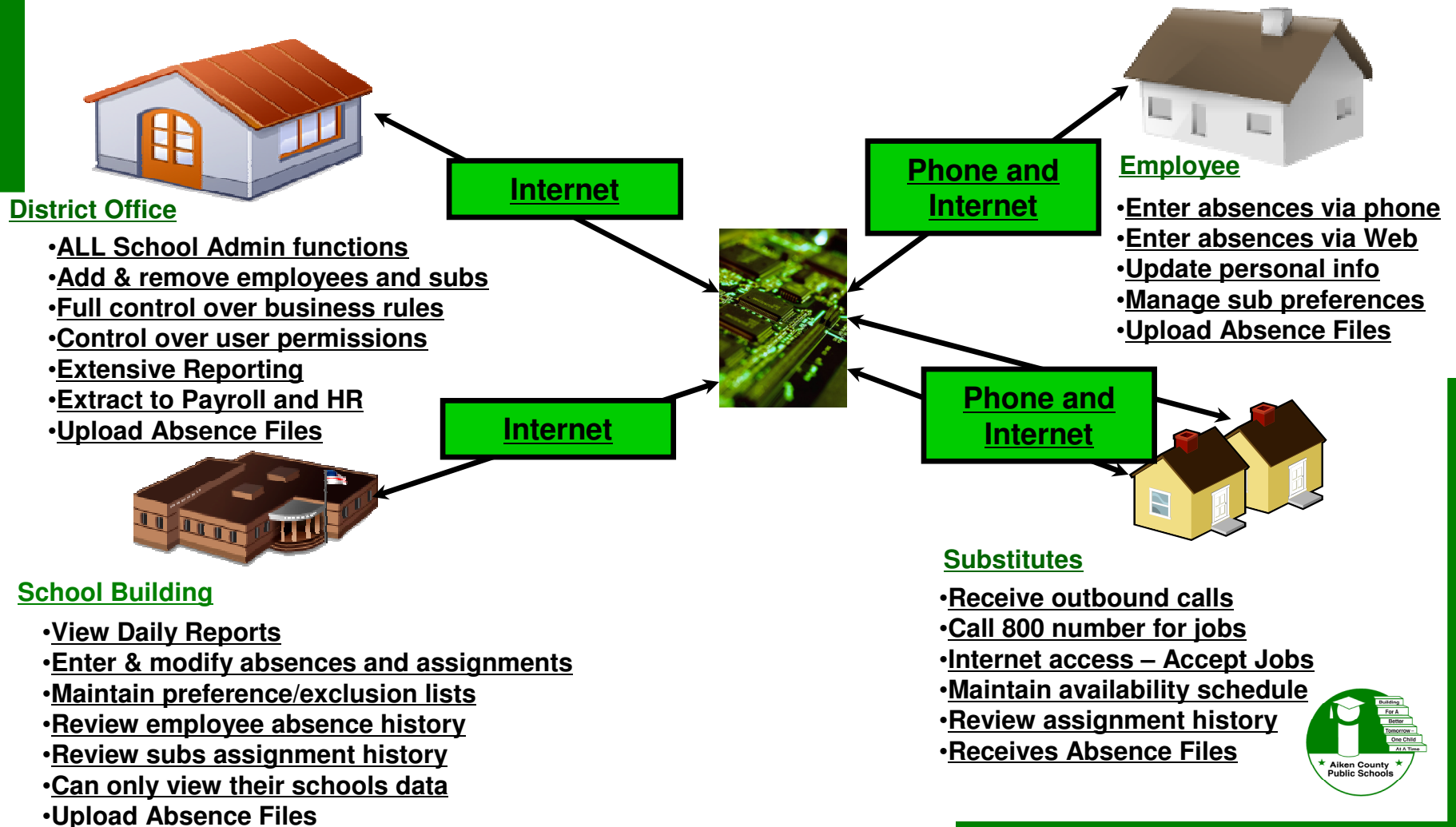
✓ **Custodial**

✓ **Buildings and Grounds**

✓ **Transportation**



# Automated System Applications



# Automated Solution:

- **Employees**
  - **Call or login to document an absence**
  - **Attach lesson plans or notes for the substitute**
  - **Provide future absences**
  - **Schedule specific substitutes**
- **Substitutes**
  - **Shop for available position**
  - **Leave notes/comments for teachers**
  - **Block out dates**



# Automated Solutions:

- Responds to multiple absences simultaneously
- Option of reduced cost when the District hosts the hardware
- Technology Set-up/hardware/software
- Dedicated phone lines
- Company web-system
- Prioritized substitutes placement based on certification, skills, experience, etc.



# Automated Solution:

- **Systems allow for pre-arranged substitutes and substitute requests**
- **Systems and data integrate with current systems for HR and Payroll**
- **Generates over 100 report templates**
- **System emails daily absence reports automatically to site administrator**
  - scheduled times, selected sites, selected date range for weekly and/or monthly reports



# Questions?

