

Mokena School District 159

Ready Sub Procedures for Field Trips

****Please provide a complete staff list of all staff that is going on the field trip to the school office two days before the date of the field trip.****

If you are going on a field trip and you **DO NOT** need a sub for the day, please do not enter the day in Ready Sub. You are with your students and the office will have a list of all of the teachers on the field trip.

If you are going on a field trip and you **DO** need a sub, please enter the absence in Ready Sub as a VACANCY and click on Next.

The screenshot shows the 'New Vacancy' form with the 'Summary' tab selected. The 'Employee' dropdown menu is open, showing 'Vacancy' selected and 'Absence' as an option. The 'Job Classification' dropdown is set to 'Teacher'. A 'Next' button is visible at the bottom right.

Enter the date of the field trip and click on Add Segment

The screenshot shows the 'New Vacancy' form with the 'Itinerary' tab selected. The 'Date' section has 'Job Date' set to '10/15/2019'. The 'Itinerary' section contains the text: 'No segments are selected for this itinerary. Click the "Add Segment" button below to add a segment.' and an 'Add Segment' button. 'Back' and 'Next' buttons are at the bottom.

Once the Itinerary screen opens, enter the schedule (full day, AM or PM), Job Reason enter In District Meeting, Job Position (enter your position), Room and Report To if necessary and click on Next.

Itinerary

Mokena Elementary School remove

Schedule Start End Unpaid

Full Day (Teachers) (8:35am - 3:45pm) 8:35am 3:45pm 0 min

Job Reason Job Position

District In House Meeting Teacher

Room (optional) Report To (optional)

Enter the job room Select a user

Add Segment

[Back](#) [Next](#)

The next step is to assign a substitute. If you want to post the vacancy to the pool, click on Post to Pool. If you would like to just request a sub, click on Request Substitutes. If you have reached out to a particular substitute and they will be subbing for you that day, click on Assign to Substitute.

New Vacancy

Summary Itinerary **Substitute** Notes / Attachments Post

Substitute Configuration

Post to Pool Request Substitutes Assign to Substitute

[Back](#) [Next](#)

If you click on the option of Request Substitute or Assign to Substitute, you will need to complete an additional step by choosing the substitute you would like and then click Next.

Requested Substitutes ? (0 of a maximum of 5 selected)

Favorite Substitutes ?
The employee does not have any favorite substitutes set.

Additional Requested Substitutes ?

Or

Assign to Substitute ?

Substitute

For Notes and Attachments, under the substitute tab, please any of your classroom information and your name.

New Vacancy

Summary > Itinerary > Substitute > **Notes / Attachments** > Post

Notes and Attachments

Job Notes

Substitute Administration

Please check with Mrs. Smith to see if daily schedule has changed. Mrs. Watts classroom]

Attachments (optional)
You have not added any attachments.

For the Administration tab, please enter the field trip name and click Next

New Vacancy

Summary > Itinerary > Substitute > **Notes / Attachments** > Post

Notes and Attachments

Job Notes

Substitute Administration

Apple orchard and pumpkin patch field trip for 5th graders.

Attachments (optional)
You have not added any attachments.

Add Attachments

Back Next

Please review the information and if all is correct, click on Post Job.

New Vacancy

Summary > Itinerary > Substitute > Notes / Attachments > **Post**

Personnel

| | |
|---|--|
| Employee Vacancy No employee | Substitute This job will be posted to the pool of available substitutes. |
|---|--|

Details

| | |
|----------------|---------|
| Classification | Teacher |
| Total Days | 1 |

Tue 10/15

| | |
|--|---|
| <p>Mokena Elementary School</p> <p>8:35am - 3:45pm Full Day (Teachers)</p> | <p>District In House Meeting</p> <p>Teacher</p> |
|--|---|

Back Post Job

