



AVA Substitutes

AVA Substitutes are subs familiar with AVA, its curriculum, and culture who want to sub exclusively for the school.

Except in emergency needs, substitutes who are parents of students will not substitute in their child's classroom.

AVA subs can specify their preference in school level (K-5 or Middle School) but may not specialize in only one grade level.

AVA subs are part of the Aspen View community and have a special responsibility to represent the school and its staff positively.

Many substitute needs are last minute; thus, AVA subs need to be ready to step in at a moment's notice. (We understand that there will be times that you are unavailable throughout the year. We appreciate any communication ahead of time regarding times when you are unavailable. Then we will know not to call. On the other hand, what separates AVA subs from the Kelly or DCSD sub pool is their availability to our school. Therefore, *****after five declines, you may be removed from the on-call sub list.*****)

Text will be our typical means of communication because it tends to be most effective and efficient. Teachers and administrators will text for last minute and future jobs. Please respond as soon as possible.

Full day jobs begin at 7:45 and end at 3:45. AM half day runs 7:45-11:45. PM half day runs 11:45-3:45.

The dress code for staff is professional casual. No jeans except on special days (spirit or dress of choice day). Leggings should not be worn as pants unless it is covered by a dress or tunic that comes to at least mid-thigh (= covers your backside). Subbing for P.E. is the exception and calls for athletic wear.

Teachers work diligently on their lesson plans for their absence. Please do not deviate from the lesson plan. The grade level para is your first line of contact should you have questions about the plans.