

Non-Automated vs. Automated

*The disadvantages of manual
substitute placement vs. the
advantages of automation*



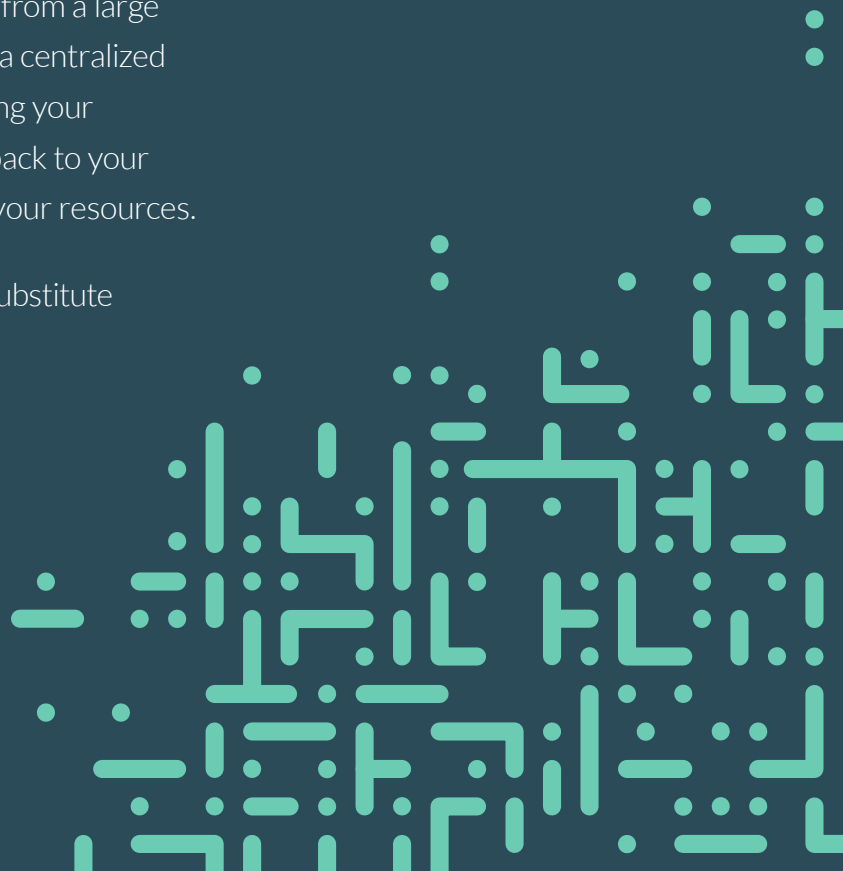
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Introduction

In the midst of increasing budget crunches, districts are examining every possible area of savings. Manually handling absences in your district not only demands time from a large number of personnel, but also does not provide a centralized view of spending or important trends. Automating your substitute placement brings significant savings back to your district and helps you gain optimum value from your resources.

Let's take a look at the disadvantages of manual substitute placement vs. the advantages of automation.



Manual Substitute Placement: The Cons



“Substitute scheduling was such a nightmare I decided not to return to work at the district. This task consumed as many as six hours of my day, and many absences went unfilled.”

Cindy Dzurainin

Business Office Secretary
Cranbury Township School District
Cranbury, NJ

THE COST OF MANUAL SUBSTITUTE CALLING

Many districts are using a decentralized absence management process, with a live substitute caller or secretary in each school responsible for recording absences and finding substitutes. Not only does the district bear the expense

of salaries and maybe even benefits for the sub-callers, but this process is also highly ineffective. Many sub-callers can attest to the frustration of spending hours in the evening and in the morning making countless phone calls, only to have the substitute not answer or turn down the offer.

INCONSISTENT FILL RATES

Because of the difficulty in manually contacting substitutes, especially for last-minute absences, non-automated districts often struggle to maintain high fill rates in their classrooms. This problem can lead to more expense and frustration, especially if the principal needs to ask already busy teachers to step in and cover for their absent peers.

LACK OF ABSENCE ACCOUNTABILITY

Without an automated tracking system, districts do not have the ability to easily view and report on absence trends or to track a teacher’s leave balances. Lacking this data can lead to teachers abusing their number of absences, causing more expense for the district.

PILES OF PAPERWORK

Recording teacher absences, logging phone calls to substitutes, processing absence approvals, and filing timesheets are all paper-intensive processes. The paperwork doubles when this information needs to be manually re-entered to payroll, not only resulting in confusion and slow processes, but adding extra expense as well.

AFFORDABLE CARE ACT

With the Affordable Care Act in place, districts need to monitor substitutes' hours closely to determine who is eligible for benefits — or whose hours to limit. Without a web-based automated system that tracks substitute hours, it can be time-consuming to review, total, and average each substitute's hours over the past 3-12 month "look-back period" under the ACA. Furthermore, an effective automated substitute placement system can automatically limit how many hours a substitute can work per day or per week.

Automated Substitute Placement: The Pros

AUTOMATED SUBSTITUTE PLACEMENT

Having a web and phone-based substitute placement system eliminates the expense of part or full-time substitute callers and increases district fill rates. Rather than spending hours calling unavailable substitutes, the system can call out to a large number of substitutes at one time, and the job is available online for proactive substitutes to accept.

ACCESS TO BETTER REPORTS

Through an online system, districts are able to analyze important data such as absence trends and substitute costs in order to improve district performance and decrease unnecessary costs. A functionally mature automated system will provide a custom report writer, which will allow the district to create an almost unlimited variety of reports that can be exported into Excel and other formats.

REDUCE TEACHER ABSENTEEISM

Consistently having the same teacher in the classroom not only cuts down on placement costs for the district, but has also been proven to improve student performance. An automated web-based system can directly increase teacher accountability through 24/7 tracking and instant online reporting. By gaining real-time visibility and easy access to absence history, districts can track abuses of casual absences, and principals can have discussions with their teachers on improving attendance.



“Automating saved us approximately \$25,000 a year and reduced paperwork by 75%. Individuals who haven’t quite made up their mind about going from a non-automated to an automated system should at least give it a try – they might be surprised at what they receive.”

Carrie Durley

Executive Director of Human Resources
Aldine ISD, Houston, TX

ELIMINATION OF PAPERWORK

Districts using a web-based automated system dramatically reduce the cost and disorganization of excessive paperwork. Call logs become unnecessary, as all substitute contact information and calls placed by the system are logged in the online portal. The absence approval process can be completely handled online, and all substitute data can be seamlessly transferred to payroll through system integrations.

INTEGRATING WITH OTHER SYSTEMS

An automated web-based system frees up time by integrating with your other applications and exporting data in its reporting tools. In particular, integrating your substitute placement system with your payroll system means that there is less time spent manually entering data, and fewer mistakes made. That translates into direct savings for your district.

NO INSTALLATIONS

A completely automated Software-as-a-Service (SaaS) system requires no hardware, software, or extra phone lines installed at the district. Since the application is hosted off-site, the district benefits from secure hosting, consistent uptime, and no system maintenance. A SaaS system also means the application is constantly evolving with new features without the district needing to upgrade to a new version.

Learn More

To learn more about managing absences and substitutes online, visit:

FrontlineEducation.com



About Frontline Education

Frontline Education is an integrated insights partner serving more than 9,500 K-12 organizations and millions of educators, administrators and support personnel in their efforts to develop the next generation of learners. With more than 15 years of experience serving the front line of education, Frontline Education provides actionable intelligence and insights that enable informed decisions and drive engagement across school systems. Bringing together the best education software solutions into one unified platform, Frontline is pioneering a human capital management approach that meets the unique needs of education. The Frontline Insights Platform makes it possible to efficiently and effectively manage the administrative needs of the education community with solutions including Frontline Recruiting & Hiring, Frontline Absence & Time, Frontline Professional Growth and Frontline Special Ed & Interventions.

