

# PROCEDURES FOR REQUESTING A SUBSTITUTE TEACHER

You must register as a new user through the Substitute Employee Management System, SmartFind Express. To register, you will need your Access ID. You will receive your Access ID number by mail after your initial hire. With your Access ID, you must register **by phone** for a PIN number by calling 702-728-2763. Please print the instructions on how to use SmartFind by accessing the InterAct Desktop and following these instructions:

1. Select District Link
2. Select Sub Central (Apple icon)
3. Click on Info for School Staff
4. Click teaching staff
5. Click on SmartFind Quick Reference Employees- Print a Copy for Your Use

Once you have registered for a PIN, you may continue to use SmartFind via the telephone or the internet. The web address is provided through the Quick Reference Instructions. You will find that the SmartFind system is easier to use and much faster through the internet. The web address is <https://ccsd.eschoolsolutions.com>.

To obtain a substitute, please follow the instructions included in the above mentioned guides. You must have a touch-tone phone to use the phone system. SmartFind is available 24 hours a day, 7 days a week. Make sure to voice or text any special instructions for the substitute.

Certain information is already in the system and has been entered for you, such as your name, work location (school), and work hours. Please **do not** change the work hours unless you are going to need a substitute for a half-day absence only. Substitute teachers are aware that they are to report 30 minutes prior to the start time given to them by the system (example: with a 9 a.m. to 3:21 p.m. work-day, the substitute would report at 8:30a.m.).

When entering the information for a job, either on the phone or internet, please make sure to obtain a **job number**. This job number is your verification that you have entered a job into the system. You must call your principal's secretary and notify him/her of the job number as soon as possible. You may create your jobs up to 90 days in advance.

You may review your job(s) at any time after entering the information by following the instructions on the Employee Quick Reference Card.

Option two (2) on the telephone system will let you know if your job has been filled.

When accessing SmartFind via the internet, click on the **Review Absence Tab** to review your job. The visual format will let you know the substitute assigned to fill your job.

Substitute Help Desk is available to assist you with any questions from 6 am to 5 pm, Monday through Friday. 702-799-5420. Office is closed on holidays and weekends.

Teachers are required to have the following materials available for their Guest Teacher (Substitute Teacher):

1. Attendance Book
2. Lesson Plan
3. Seating Chart
4. Duty Schedule (recess, preparation period, duties, etc.)

**The key element to successfully obtaining a substitute teacher is to enter the absence as soon as you know you will need to be absent.**

## WHAT TO DO IF YOU'RE SICK OR NEED TO BE ABSENT

**If you are going to be absent from your work for any reason, you need to do two things:**

- 1) Call your supervising administrator.
- 2) Use the SmartFind Express to obtain a substitute teacher.  
(See the enclosed Procedures: Requesting A Substitute Teacher)

**Sick Leave** – The Negotiated Agreement between the Clark County Education Association and the Clark County School District, Article 18, describes sick leave in detail. Here are the main points:

If you work a full contracted school year, you are credited with 15 days of sick leave each year.

Employees who receive a paycheck for the September 25th pay distribution shall be credited with 6 sick days at the beginning of the school year and 1.5 days per month from January to June totaling 15 days. Therefore, not all 15 days are immediately available.

Sick leave can be used when you are unavoidably absent because of personal illness or accident, or because of serious illness or accident in your immediate family.

You must report to your assigned location before you can begin to earn sick leave days.

The supervising administrator may review your use of sick leave, and you may be asked to verify your absence(s).

If you do not complete your full contract year working for the district, your earned sick leave days will be prorated, and any difference will be deducted when a final pay-off is computed.

### **Other Leaves –**

#### **Universal Personal Leave**

You have one leave day (called a "universal day") which is available to you if you have accrued at least one sick leave day. If you want to use this day, you must notify your supervising administrator at least four days in advance (except in personal emergency situations).

#### **Bereavement Leave**

If you need to use bereavement leave due to a death in your immediate family, those days will be deducted from your accrued sick leave days. You may use three days for each period of absence. Two additional days may be approved by your supervisor. If necessary, time for travel may be allowed, but the maximum time for bereavement leave cannot exceed seven days- all of which will be deducted from earned sick leave days available to you.

#### **Absence Without Leave**

You may not be absent from work without leave. This means if you do not have accrued sick leave to use for illness, bereavement, or universal leave, or if you do not have earned personal leave, you cannot miss work without permission from your immediate supervisor to be absent without leave. Under certain circumstances, leave may be granted by your supervisor in accordance with district Regulation 4355.