

## PROCEDURES FOR REQUESTING A SUBSTITUTE TEACHER

**SmartFind Express** <https://ccsd.eschoolsolutions.com> is the system used for the assignment and deployment of substitute personnel within the Clark County School District. If your position requires a substitute when you are absent, you will use the ACCESS/EMPLOYEE ID that has been assigned to you in order to obtain your account.

You will need to register for a PIN by calling SmartFind's automated line at 702-728-2763, follow the prompts to record your name and select a PIN. Once registered, employees may access SmartFind Express by phone or web browser.

If you forget or misplace your ACCESS/EMPLOYEE ID you may obtain this information from your site office manager or by logging into [HCM.CCSD.NET](https://hcm.ccsd.net) and selecting the "personal details" tile. Your ACCESS/EMPLOYEE ID will be located under your name towards the top banner.

Please print the instructions on how to use SmartFind by accessing the Clark County School District (CCSD) website and following these instructions:

1. Go to **CCSD website** (<https://ccsd.net>)
2. Select **Employees**
3. Select **Employee Services**
4. Select **More Services**
5. Select **Employee Quick Reference Card**

Once you have registered for a PIN, you may continue to use SmartFind via telephone or the Web. You will find that the SmartFind system is not always compatible with cell phones.

To obtain a substitute, please follow the instructions in the employee quick reference card. You will need 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 9:00 a.m. to 3:21 p.m. work-day the substitute would report at 8:30 a.m.).

When entering the information for a job, 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.

When accessing SmartFind, in the blue tab select Review Absences, select calendar, and click search. Job numbers will appear on the day(s) you have created an absence. Click on the job number to expand the job and see additional details

Substitute Help Desk is available to assist you with any questions Monday through Friday, from 6:00 a.m. to 5:00 p.m. you can call or email us at 702-799-5420 or [substituteservices@nv.ccsd.net](mailto:substituteservices@nv.ccsd.net) (*We are closed for holidays*).

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 *ex: 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.