

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 during the first week of September. With your Access ID, you must register **by phone** for a PIN number by calling 799-7827. Please print the instructions on how to use SmartFind by accessing the InterAct Desktop and following these instructions:

1. Select District Link
2. Select Substitute Services (Apple icon)
3. Click on Info for School Staff (red school house)
4. Click on 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 internet 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.

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 8:30 a.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 your job into the system. You must notify your principal's secretary and notify him/her of the job number as **soon** as possible. It is recommended that you put your job in no earlier than 30 days prior to absence.

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

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

If 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.

The Substitute Services Department staff is available to assist you with any questions from 6 a.m. to 5 p.m., Monday through Friday, at 799-5420. The department 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.