

Important Guidelines for Substitute Teachers

As an approved substitute teacher, please follow these guidelines:

- Smart Find Express (Sub Finder System) can be accessed 24 hours a day, 7 days a week via the telephone and Internet. You may view and accept jobs at any time.
- Accept jobs yourself. Do **NOT** authorize others to accept jobs for you.
- Cancel only if you cannot work at all. Do **NOT** cancel one job to accept another job.
- Notify the Substitute Office at 416-5304 if you are going to be temporarily (two-plus weeks) or permanently unavailable to substitute for a teacher.
- Notify the Substitute Office of any changes in personal information (name, address, phone number).
- Remind the school administrator to enter, on the Smart Find Express system, the jobs that you accept verbally and request they provide you with the job number.
- Check your current assignments to see if the job has been entered on Smart Find Express.
- This system will be closely monitored by the Central Office Substitute Department and by local school administrators. Failure to follow these guidelines will be considered unsatisfactory performance and may result in removal of your name from the Substitute List for Shelby County Schools.
- Due to the call volume within the allocated timeframe and the extremely high number of No Answers when Smart Find Express calls out to offer jobs, this is causing positions to go unfilled. In order to alleviate this problem we will be closely monitoring this issue and should users continue to not answer the calls and/or decline positions we will start purging names from the system. In order for the system to work effectively we have to have users utilize it properly.