

# SUBSTITUTE SERVICES

## CLASSIFICATION AND QUALIFICATION

*Shelby County Schools hires for a number of substitute classifications. Below, you'll find a list of these classifications and the qualifications they require.*



### SUBSTITUTE TEACHER

**Bachelor's degree with a minimum of 2.5 GPA**



### SUBSTITUTE ASSISTANTS (SPECIAL EDUCATION & EARLY CHILDHOOD)

**Associate's degree OR 48 college credit hours OR passed the ParaPro Assessment Test**



### SUBSTITUTE CLERICAL

**High School Diploma and one year of clerical experience**



### SUBSTITUTE WAREHOUSEMAN

**High School Diploma or GED**



### SUBSTITUTE GROUNDSMAN

**High School Diploma or GED**



### SUBSTITUTE PRINCIPAL AND/OR ASSISTANT PRINCIPAL

**A valid TN Administrator's License**



### SUBSTITUTE SOCIAL WORKER

**A valid TN Administrator's License**



### SUBSTITUTE PAINTER

**High School Diploma or GED**



# SUBSTITUTE SERVICES

## SmartFind Express

*SmartFind Express (SFE) is an automated system used to enter and accept substitute assignments within the district. It easily and automatically integrates recording absences with assigning and reporting substitute services.*

### SmartFind Express automates the process of:

- Reporting employee absences
- Notifying and assigning substitutes
- Selecting the most qualified substitute available
- Reporting on statistical trends/unemployment info
- Providing reports to administrators on absence status and assignments
- Recording assignment information and tracking the status through completion

### How to utilize SmartFind Express



#### Shelby County Schools Employees

A newly hired employee's SmartFind Express account should be created by the financial secretary or the attendance operator at the school



#### Substitute Employees

A newly hired substitute employee's SmartFind Express account will be created by the HR Department.

#### HINT!

SmartFind Express can be accessed 24/7 by calling 901-730-8121 or by visiting the website [here](#).

Questions about SmartFind Express? Contact HR Employee Connect by phone at 901-416-5304 or email the [Connect Center](#).



# SUBSTITUTE SERVICES

## Certified Substitute Teachers

*When a vacancy or leave of absence leaves a teacher position vacant for 20 or more consecutive days, a certified substitute teacher must be placed in that classroom. The district is penalized per day, per incident for not complying with this policy.*

### VACANT AND NEWLY ALLOCATED POSITIONS

*If a certified substitute teacher is needed for a vacant or newly allocated position:*

- 1 CONTACT YOUR HR ADVISOR**  
Contact your **HR Advisor** to complete the required vacancy process
- 2 CONTACT SUBSTITUTE SERVICES**  
Contact Substitute Services at 901-416-5304 for a list of certified substitute teachers
- 3 CHOOSE FROM CERTIFIED SUBSTITUTES**  
Contact substitutes from the list Substitute Services provides. If you are unable to secure a substitute from this list, please contact the Substitute Services Division at 901-416-5304.
- 4 SUBMIT CERT. SUB. TEACHER RECOMMENDATION**  
Once your selected substitute has accepted the assignment, submit the **Certified Substitute Teacher Recommendation Form** to Substitute Services by fax at 901-416-6459 (*Attn. Sub Services*) or email at [substitutes@scsk12.org](mailto:substitutes@scsk12.org)
- 5 CONFIRMATION**  
Substitute Services will confirm the assignment and effective date of Certified Substitute pay rate increase.

#### HINT!

Certified Substitute Teachers are eligible for a higher rate of pay effective the 21st day in the same assignment.



# SUBSTITUTE SERVICES

## Certified Substitute Teachers

*When a teacher position is vacant for 20 or more consecutive days due to a vacancy or leave of absence, a certified substitute teacher must be placed in that classroom. The district is penalized per day, per incident for not complying with this policy.*

### TEACHER ABSENCES EXCEEDING 20 CONSECUTIVE DAYS

*If a certified substitute teacher is needed for a teacher on a leave of absence or an absence that will exceed 20 consecutive days, complete the following steps:*

# 1

#### SUBMIT LEAVE OF ABSENCE REQUEST

Ensure that your teacher has submitted a leave of absence request to SCS Benefits, and that this request has been approved\*

# 2

#### CONTACT SUBSTITUTE SERVICES

Contact Substitute Services at 901-416-5304 to request a list of certified substitute teachers

# 3

#### CHOOSE FROM CERTIFIED SUBSTITUTES

Contact substitutes from the list provided by Substitute Services. If you are unable to secure a substitute from this list, please contact the Substitute Services Division at 901-416-5304.

# 4

#### SUBMIT CERT. SUB. TEACHER RECOMMENDATION

Once your selected substitute has accepted the assignment, submit the **Certified Substitute Teacher Recommendation Form** to Substitute Services by fax at 901-416-6459 (*Attn. Sub Services*) or email at [substitutes@scsk12.org](mailto:substitutes@scsk12.org).

# 5

#### CONFIRMATION

Substitute Services will confirm the assignment and effective date of Certified Substitute pay rate increase.

*\*If the absence will not exceed 20 consecutive days, a certified substitute is highly recommended, though not required*

### HINT!

Certified Substitute Teachers are eligible for a higher rate of pay effective the 21st day in the same assignment.



# SUBSTITUTE SERVICES

## Substitute Principals and Assistant Principals

*Shelby County Schools utilizes licensed, retired principals and assistant principals to substitute in our schools. The hiring, request, and assignment processes are outlined below.*

### THE HIRING PROCESS

#### HINT!

To serve as a substitute, principals and asst. principals must be eligible for rehire and hold a valid, appropriate license.

- 1 SUBMIT A REQUEST**  
 The retired principal or assistant principal requests to be placed on the substitute principal list.
- 2 COMPLETE ONBOARDING**  
 Before accepting an assignment, the substitute principal must complete the substitute services onboarding process
- 3 WAIT FOR APPROVAL**  
 A letter will be sent to the candidate notifying them that they have been rehired as a substitute principal. It will also include start date and rate of pay.
- 4 COMPLETE EMPLOYMENT FORM**  
 The principal should complete parts I and II of the Temporary Employment Form for Tennessee Consolidated Retirement System (enclosed with the approval letter) and return it to Human Resources.

### REQUESTS AND ASSIGNMENTS

#### The ILD Should . . .

- Submit request for a substitute
- Include budget code and funding source
- Determine whether the substitute will be placed as an interim or assistant principal

#### The Principal Should . . .

- Review list of active substitute principals
- Secure their substitute



# SUBSTITUTE SERVICES

## Substitute Secretaries

*All requests for substitute secretaries are streamlined via SmartFind Express.  
The processes for schools and Central Office are outlined below.*

### SCHOOL SECRETARIES



#### SUBMIT A REQUEST

School personnel or Substitute Services may enter requests for substitute secretaries



#### BUDGET CODES

Make sure that you have the appropriate budget codes on hand; you'll need to enter them in the SFE budget code field



#### FUNDING

If a school is requesting a substitute secretary for extra help, they will be responsible for providing funding for the substitute

#### HINT!

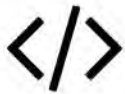
All substitute clerical requests must have prior approval from HR before entering the job in SFE.

### ADMINISTRATIVE (CENTRAL OFFICE) SECRETARIES



#### SUBMIT A REQUEST

Substitute Services will enter requests for substitute secretaries



#### BUDGET CODES

Administrative offices should provide Substitute Services with an appropriate funding code



# SUBSTITUTE SERVICES

## Substitute Warehousemen and Groundsmen

*Substitute Services facilitates all requests for substitute warehousemen and groundsmen. The process is outlined below.*



### SUBMIT A REQUEST

Submit a request to the HR Substitute Services Office by calling 901-416-5304



### SUBSTITUTE SERVICES

Substitute Services will locate and contact available substitutes through SmartFind Express or hard calling



### FUNDING

Don't forget to provide your funding code to Substitute Services. This will be entered in the budget code field when submitting payroll.

### HINT!

All substitute warehousemen requests must have prior approval from Human Resources

