SPECIFIED SUBSTITUTE

If a teacher/paraprofessional/secretary has requested you as a “specified sub,” the following guidelines are provided to ensure a smooth transition.

**THINGS TO KNOW**

- If an employee verbally requests you as a substitute, this DOES NOT automatically assign you to the position.
- Teacher/para/secretary must enter your name and ID into the SFE system at the time they enter their absence in order to initiate the “specified sub” process.
- Once you are “specified” in the substitute system, you will be contacted as outlined in the Specified Substitutes below.
- You will be required to accept or deny the position through the on-line method or automated callout process. See Specified Substitutes below.
- If you do not accept the assignment during the automated callout, you will not be placed in the job, and another substitute may accept the position.

**Best Practice:**

- Ask the employee to notify you in advance of the substitute need to confirm your availability.
- **Ask the employee to notify you immediately when they have entered the absence into SFE.** As soon as the employee enters the sub request into SmartFind Express (SFE), the assignment should be available immediately for you to accept.
- **You should then** log in and accept the assignment on your calendar.
- If you, as the specified sub, have not answered the call or accepted by **8:00 pm** the evening before the assignment, it will begin to call all other substitutes in the pool to fill the assignment.
- If you report to the school without accepting the assignment on your Smart Find calendar, this may result in no job or possible relocation to another appointment unless otherwise agreed upon between all parties.

**Accepting “Specified Substitutes” Assignment**

There are two (2) ways for a substitute to accept a Specified Sub assignment:
1. **On-line system:** Sign onto SFE and view “red” box
   - CLICK red box to accept assignment
   - Once assignment is accepted, a job number will appear.
2. **Phone Call:** Receive phone call from SFE to accept assignment
a. SFE will call and notify the “specified” substitute each morning and evening, starting 10 days prior to the assignment for them to answer and accept.

b. Being a specified sub does not stop you from receiving other calls for assignments.

c. If you have already been called 10x for other jobs, the system will not call you. You must log in to accept the assignment (system is set to call out a max of 10 jobs per person and if they don’t accept a job, to stop calling). All assignments that are available for you to accept are in the SFE system and you can view them by logging in.

Phone Call Out:

- SFE calls out Monday –Friday mornings from 5:00 am to 10:00 am for assignments for the current day only.
- SFE Calls out Sunday –Friday evenings 5:00 pm to 10:00 pm for next day and future absences.

**Specified substitutes are time sensitive**
For example, Teacher/Para/Secretary

<table>
<thead>
<tr>
<th>When Absence Entered</th>
<th>When system Calls Specified Sub</th>
<th>When system calls out to all Subs</th>
<th>Sub must respond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence entered prior to 5:00 p.m. any number of days prior to the day of absence</td>
<td>System calls specified sub from 5:00 p.m. – 10:00 p.m. every evening EXCEPT night before assignment.</td>
<td>5:00 p.m. – 10:00 p.m. all subs are called for assignments that aren’t picked up by the specified sub.</td>
<td>In SFE and click on “red” box or answer phone call and accept assignment prior to 5 PM the day before the assignment begins.</td>
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<tr>
<td>Absence entered prior to 8:00 p.m. day before assignment</td>
<td>System calls specified sub from 5:00 p.m. – 8:00 p.m.</td>
<td>5:00 p.m. – 10:00 p.m. night before</td>
<td>Specified sub MUST respond by 8:00 p.m. IF not, calls will go to all other subs beginning at 8:01 p.m. Subs can respond by going to SFE and click on “red” box or answer phone call and answer assignment.</td>
</tr>
<tr>
<td>Absence entered after 8:00 p.m. night prior to assignment</td>
<td>System calls specified sub from 8:00 p.m. – 10:00 p.m. night prior</td>
<td>5:00 p.m. – 10:00 p.m. night before</td>
<td>Specified sub will ONLY receive 1 call between 8:00 p.m. and following morning. Calls will then be routed to all subs until next morning call out.</td>
</tr>
<tr>
<td>Absence entered MORNING of absence</td>
<td>System begins calling one time at 5:00 a.m.</td>
<td>5:00 a.m. – 10:00 a.m.</td>
<td>Specified sub will ONLY receive 1 call between at 5:00 a.m. Calls will then be routed to all subs. Job available on-line until picked up by another sub.</td>
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</tbody>
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