Educating today’s students to succeed in tomorrow’s world. Broward County Public Schools (BCPS) is committed to educating all students to reach their highest potential.
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### District Overview & Marketing Yourself

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**SmartFind Express**

Phone# 754-212-8164 (Available 24/7)
Website https://broward.eschoolsolutions.com

**Talent Acquisition Instructional**

Phone# 754-321-2320 (M-F, 8am– 4:30 pm)
Fax# 754-321-2716
Website http://www.broward.k12.fl.us/teacher/current/forms.html

**Personnel Records**

Phone# 754-321-0100

**Broward County Public Schools**

Phone# 754-321-0000
Website www.browardschools.com
District Overview

Broward County Public Schools is the largest fully accredited school district in the nation.

- 234 schools - estimated 270,000 students enrolled in grades PreK-12.

<table>
<thead>
<tr>
<th>School Type</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Elementary Schools</td>
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</tr>
<tr>
<td>Middle Schools</td>
<td>37</td>
</tr>
<tr>
<td>High Schools</td>
<td>33</td>
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<tr>
<td>Combination</td>
<td>8</td>
</tr>
<tr>
<td>Centers (ESE/Alternative)</td>
<td>17</td>
</tr>
</tbody>
</table>

- The District employs approximately 15,084 teachers.

- The average number of teacher absences per day is 1,950. High absence days are Mondays and Fridays.

- Charter Schools – There are over 93 charter schools in Broward County. Each charter school has a governing board that sets the policies for the specific charter school. The information in this handbook does not apply to charter schools. If you are interested in working for a charter school, you must contact that school individually.

  - You can begin as soon as the day following your orientation if all the requirements have been completed.
  - **15 days** after your orientation, you will receive an email from “Workflow System” which contains your SAP personnel number (PIN) & instructions on accessing Employee Self Service (ESS).
  - After receiving your SAP PIN, wait **2 additional days** and then call SmartFind to register and create a new PIN for SmartFind. (See instructions on page 13). Your Access ID is your SAP PIN.
    - **Registering in ESS and SmartFind are two separate processes**
  - Go around to schools to market yourself
  - Provide your personnel number to the schools
  - Substitute teachers are not issued ID badges.
  - State issued Photo ID (i.e. driver’s license) required at all assignments
Marketing Yourself

- Market yourself to the schools where you want to substitute teach.
- Create a resume, business cards, etc. Include your personnel number (which will be emailed after processing).
- Dress Professionally
- Visit the school during non-peak times (i.e. do not go when students are arriving or being dismissed).

Reporting for an Assignment

- Each school has a Sub Coordinator who will assist you with information about your assignment and the school
- Report to the Administrative Office at least 15 minutes prior to the start time. School campuses are large and parking could be far from the office.
- Check-in with the Substitute Coordinator for pertinent school information. The coordinator will have information regarding the school’s policies and regulations, emergency procedures, bell schedules, etc.
- Remember to bring your state issue identification (i.e. Driver’s License). Each school has a security system that requires your ID to be swiped.
- Punch-in and out using the KRONOS Time Clock. You may also be required to sign in/out.
- It is recommended that you bring your own “Bag of Tricks.” There may be occasions when the teacher is not able to leave lesson plans.
- You must dress professionally and comfortably (i.e. business casual).

Substitute Teacher Responsibilities

- You must follow the lesson plans provided by the teacher. This will assure continuity of instruction for the students.
- Perform other duties as assigned by the principal. (I.e. cover classes during the teacher’s planning period.)
- Report to school on-time and be prepared to work the assigned hours. Schools run on a very tight schedule; therefore tardiness may result in loss of job assignment. If an emergency arises, cancel the job assignment in SmartFind immediately and contact the school. You are paid based upon the hours worked, not the number of classes taught. Substitutes who constantly decline jobs or system receives a “no answer” may be removed from the substitute teacher list.
You must stay on campus during the entire assignment, including your lunch period.

It is your responsibility to ensure the students are safe. NEVER LEAVE STUDENTS UNSUPERVISED. If an emergency occurs, the principal or principal’s designee must be notified to provide temporary supervision.

Notify the office of any accidents or student illness. You may be required to complete an incident report. It is imperative that complete and accurate information be included. Notify the office immediately if an injury occurs.

Keep student attendance records. Look for a seating chart provided by the teacher.

Maintain your schedule (identify periods of unavailability) in SmartFind

Keep your School Locations updated by accessing SmartFind Express to make changes to your list of locations.

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**Basic Rules of Conduct**


- Use verbal praise and positive reinforcement.
- Handle routine disciplinary problems. If problems escalate, contact school administration or security.
- Keep the classroom door open when speaking with a student.
- Respect students’ differences. Remarks you may think are humorous may in fact be considered cultural bias or harassment.
- Treat students, parents & co-workers with dignity & respect.
- Refer students to the appropriate personnel for counseling.

*Use professional judgment and common sense.*
Do Not…

- Do NOT allow students to leave during the school day, without administrative permission.
- Do NOT use your cell phone in the presence of students.
- Do NOT use the internet unless it is part of the classroom instruction for that day.
- Do NOT administer medication to students.
- Do NOT socialize, flirt or get involved in personal discussions with students.
- Do NOT share or accept personal phone number with students.
- Do NOT discuss your personal relationships or situations with students.
- Do NOT transport students in your own vehicle.
- **CORPORAL PUNISHMENT IS NOT ALLOWED.**
  School Board Policy 5301 prohibits the use of corporal punishment. Staff members may not use rulers, paddles, or any other instruments for the administration of corporal punishment, no matter how lightly administered, or even as a threat to administer corporal punishment.

**Classroom Behavior/Management Tips**

Adapted from the Florida Department of Education’s Start with Success website, a resource for beginning teachers.

- Be organized to minimize opportunities for disruption.
- **Walk around the room.**
- Remember that you are the leader and in control.
- Set rules early and clearly.
- Create a standard set of classroom rules and begin each class with reviewing them.
- Be consistent and fair in implementing rules.
- Let students know what you expect of them.
- Let students know what they can expect of you.
- Strive to earn respect not to be a friend.
- Use your personality strengths to your best advantage.
- Use humor to diffuse situations when you can.
- Demonstrate leadership by managing well.
- **Be aware of what is happening in the classroom.**
- Do not argue with students.

Positive feedback and interaction with students will also minimize behavioral disruptions in the classroom. Use the following phrases to recognize and encouraging good behavior, as well as to show...
interest in what the students are doing and their progress. Try to use different phrases to avoid sounding practiced and insincere.

<table>
<thead>
<tr>
<th>Good work!</th>
<th>Good retention!</th>
<th>That’s clever.</th>
<th>Thank you!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exactly right!</td>
<td>Cool!</td>
<td>Superior work.</td>
<td>Excellent point!</td>
</tr>
<tr>
<td>Congratulations!</td>
<td>Awesome!</td>
<td>Fantastic effort!</td>
<td>Excellent effort.</td>
</tr>
<tr>
<td>I knew you could do it!</td>
<td>You’re getting better and better.</td>
<td>Wonderful!</td>
<td>You’ve got that down pat</td>
</tr>
<tr>
<td>Way to go!</td>
<td>You’re doing fine.</td>
<td>Good Job!</td>
<td>You are learning fast.</td>
</tr>
<tr>
<td>You’ve just about got it.</td>
<td>Good thinking.</td>
<td>Keep up the good work!</td>
<td>Great!</td>
</tr>
<tr>
<td>Sensational!</td>
<td>That’s a real work of art.</td>
<td>Excellent teamwork!</td>
<td>Much better!</td>
</tr>
<tr>
<td>You’re really improving</td>
<td>All of you make a great team!</td>
<td>That’s a good point.</td>
<td>Give yourself a hand</td>
</tr>
</tbody>
</table>

**Checking Out After an Assignment**

- Document the day’s activities for the classroom teacher, especially any deviations from the notes left by the teacher. Communicating with the teacher will avoid any misinterpretations or misunderstandings.
- Leave all assignments collected for the teacher.
- Leave the classroom orderly and clean.
- Return to the administrative office to check out.
- Return keys, substitute folders and any other documents you may have received on arrival.
- Punch Out of Kronos.

**Substitute Teacher Concerns**

- Incidents or concerns are reported by the location’s principal, or designee and will be submitted to the Sub Central administrator. A copy of the report will be sent or given to you. The administrators will take whatever action is appropriate based upon each individual case.

- As stated on the Substitute Teacher Terms of Agreement, three or more incidents or concerns may result in employment termination. Not showing up for an assignment or canceling out of an assignment right before or after it begins are also considered a concern and are documented as such.
Resources

Resource/Reference Books

- Substitute Teacher Handbook K-12 – Sixth Edition by Geoffrey G. Smith, Max L. Longhurst, Glenn Latham, Michelle Ditlevsen
- Substitute Teaching: A Handbook for Hassle-Free Subbing by Barbara Pronin
- Classroom Management for Substitute Teachers by S. Harold Collins
- The Substitute Teacher's Organizer: A Comprehensive Resource to Make Every Teaching Assignment a Success by Jan Herbst
- How to be an Effective Teacher: The First Days of School by Harry K. Wong and Rosemary T. Wong (Excellent resource for classroom/behavioral management information)

Internet Websites

- Substitute Teaching Institute at Utah State University   http://subed.usu.edu
- Inspiring Teachers’ A Beginning Teacher’s Tool Box http://www.learnnc.org/lp/external/2202
- Education World website offers articles, reference materials, and resourceful links http://www.educationworld.com/
- Discovery Channel has a section that has several fun activities/games which can be used to fill up extra time. http://kids.discovery.com
- The following sites have age/grade appropriate lesson plans and activities available for downloading at no charge. http://puzzlemaker.com; http://lessonplanz.com; http://schoolexpress.com
Salary Schedule

<table>
<thead>
<tr>
<th>Type of Substitute</th>
<th>Requirements/Comments</th>
<th>Hourly</th>
<th>Daily</th>
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</thead>
<tbody>
<tr>
<td>Daily Substitute</td>
<td></td>
<td>$11.27</td>
<td>$84.53</td>
</tr>
<tr>
<td>Pool Substitute Teacher</td>
<td>Guaranteed work every day. Must be recommended by principal</td>
<td>$12.67</td>
<td>$95.03</td>
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<tr>
<td>Interim Substitute</td>
<td>Bachelor’s degree required. Must be recommended by principal. Substitutes assume responsibilities of the classroom teacher. Must be in the position for a minimum of 20 days.</td>
<td>$27.21</td>
<td>$204.07</td>
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<tr>
<td>Higher Rate Location</td>
<td>Minimum 60 Credit hours of college course work</td>
<td>$14.08</td>
<td>$105.60</td>
</tr>
<tr>
<td></td>
<td>Bachelor’s Degree or Higher</td>
<td>$15.49</td>
<td>$116.17</td>
</tr>
</tbody>
</table>

IND Intellectually Disabled (IND)  | Emotionally & Behaviorally Disabled (EBD) | Adult High | Disciplinary Centers
-----------------------------------|-----------------------------------------|-------------|-----------------------------|
Bright Horizons (North)            | Cross Creek School (North)              | Whidden Rogers (Central) | Drew Family Resource (North) |
The Quest (South)                  | Cypress Run (North)                     | Dave Thomas (Central)   | Pine Ridge (Central)         |
Wingate (Central)                  | Sunset School (Central)                 | Hallandale Adult (South)| Whispering Pines (South)      |
                                    |                                        | Seagull (Central)       |                             |

Payroll Information

- Hours are collected via the KRONOS Time Clock system and edited by school personnel, if needed.
- Hours are submitted by periods listed on the Payroll Calendar – (Payroll Start - End Date)
- Pay checks are issued on a bi-weekly schedule every other week on Fridays.
- Pay is directly deposited and your pay stub will be mailed to your home address.
- Reconcile your pay checks, immediately upon receipt. The position number for the location will be listed on your check. The listing of position numbers by schools is located at [http://www.broward.k12.fl.us/teacher/current/forms.html](http://www.broward.k12.fl.us/teacher/current/forms.html)
- If you have questions, contact the appropriate school.
- A “Retro” amount on your paycheck is an adjustment made to your pay from a previous pay period.
  - If hours are missing on your paycheck, please follow up with the school first. They must enter your hours before the Payroll Department is able to process a check. The location may have entered your hours, but not in time for processing.
## Payroll Schedule 2017-2018

<table>
<thead>
<tr>
<th>Period Begin</th>
<th>Period End</th>
<th>Pay Date</th>
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</thead>
<tbody>
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<td>Fri 6/30/17</td>
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<tr>
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<td>Sun 7/9/17</td>
<td>Fri 7/14/17</td>
</tr>
<tr>
<td>Mon 7/10/17</td>
<td>Sun 7/23/17</td>
<td>Fri 7/28/17</td>
</tr>
<tr>
<td>Mon 7/24/17</td>
<td>Sun 8/6/17</td>
<td>Fri 8/11/17</td>
</tr>
<tr>
<td>Mon 8/7/17</td>
<td>Sun 8/20/17</td>
<td>Fri 8/25/17</td>
</tr>
<tr>
<td>Mon 8/21/17</td>
<td>Sun 9/3/17</td>
<td>Fri 9/8/17</td>
</tr>
<tr>
<td>Mon 9/4/17</td>
<td>Sun 9/17/17</td>
<td>Fri 9/22/17</td>
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<tr>
<td>Mon 9/18/17</td>
<td>Sun 10/1/17</td>
<td>Fri 10/6/17</td>
</tr>
<tr>
<td>Mon 10/2/17</td>
<td>Sun 10/15/17</td>
<td>Fri 10/20/17</td>
</tr>
<tr>
<td>Mon 10/16/17</td>
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<td>Fri 11/3/17</td>
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<td>Mon 10/30/17</td>
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<td>Fri 11/17/17</td>
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<tr>
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<td>Sun 12/10/17</td>
<td>Fri 12/15/17</td>
</tr>
<tr>
<td>Mon 12/11/17</td>
<td>Sun 12/24/17</td>
<td>Fri 12/29/17</td>
</tr>
<tr>
<td>Mon 12/25/17</td>
<td>Sun 1/7/18</td>
<td>Fri 1/12/18</td>
</tr>
<tr>
<td>Mon 1/8/18</td>
<td>Sun 1/21/18</td>
<td>Fri 1/26/18</td>
</tr>
<tr>
<td>Mon 1/22/18</td>
<td>Sun 2/4/18</td>
<td>Fri 2/9/18</td>
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<td>Mon 2/5/18</td>
<td>Sun 2/18/18</td>
<td>Fri 2/23/18</td>
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<td>Mon 2/19/18</td>
<td>Sun 3/4/18</td>
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<td>Mon 5/14/18</td>
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<tr>
<td>Mon 7/23/18</td>
<td>Sun 8/5/18</td>
<td>Fri 8/10/18</td>
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</table>
## Sample Paycheck

### Location’s Position #

Each location has a position number assigned to the school. A listing is available on line at:


---

<table>
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<tr>
<th>DESCRIPTION</th>
<th>POSITION</th>
<th>RATE</th>
<th>HOURS</th>
<th>CURRENT</th>
<th>RETRO</th>
<th>CHK TOTAL</th>
<th>YTD</th>
<th>TAXES</th>
<th>CURRENT</th>
<th>CURR</th>
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<td>FED W/ R</td>
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<tr>
<td>Reg Hours-Secondary</td>
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</tr>
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<td>Reg Hours-Secondary</td>
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<tr>
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<td>5,350.46</td>
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</tr>
<tr>
<td>Total gross</td>
<td></td>
<td></td>
<td></td>
<td>612.40</td>
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<td>5,350.46</td>
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</tr>
</tbody>
</table>

### Pay Date & Period

- **Pay Date**: 05/15/2017
- **Period From**: 05/01/2017
- **Period To**: 05/12/2017
- **Temporary/Sub**: Bencor account
- **FICA Alter**: Bencor account
Employee Self Service (ESS) is an application that allows employees to access, change or view information 24/7. The following information can be updated/viewed:

- Contact Information: Update Personal Information (address, phone, email, etc.)
- Payment: Update W-4 deductions View paychecks
- Register for training/Professional Development

ESS is accessible by accessing [http://www.browardschools.com/departments/enterpriseresourceplanning](http://www.browardschools.com/departments/enterpriseresourceplanning)

**Logging on to ESS**

After you have been processed, you will receive an email from “Workflow System”. The email will include your initial log in information. This log-in information is different than your SmartFind log-in. Instructions can be accessed at [http://www.broward.k12.fl.us/erp/brite/news/docs/Reset-Forgot- Locked%20User.pdf](http://www.broward.k12.fl.us/erp/brite/news/docs/Reset-Forgot-Locked%20User.pdf)

**Login ID**
- Your personnel identification number (PIN)
- 8 digits and begins with a “P”

**Password**
- You will be sent an initial password, but must log-in to update it.
- Must be at least 8 characters
- Must contain at least one uppercase and one lowercase letter
- Contain at least one special characteristic Example: # * @ ! ( ) “ &
- Must be reset every 45 days
If you forget your SAP password, on the home page click the “Trouble Logging-In” button and follow the prompts on the screen.

If you are interested in salaried or part time positions, access the District’s Vacancy Listing. Non-instructional and instructional positions are available. Interim and Pool Substitute positions are often posted on the vacancy listing. The listings are available at www.browardschools.com.

Full-time Instructional/Teaching positions
- Broward is always looking for highly qualified teachers in most subject areas. If you are seeking a full-time teaching position, submit your resume to the appropriate recruiter.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Subject Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freda Broderick</td>
<td><a href="mailto:Freda.broderick@browardschools.com">Freda.broderick@browardschools.com</a></td>
<td>Elementary Education</td>
</tr>
<tr>
<td>Golda Hoff</td>
<td><a href="mailto:Golda.hoff@browardschools.com">Golda.hoff@browardschools.com</a></td>
<td>Math, Science, Social Studies</td>
</tr>
<tr>
<td>Sherry Richmond</td>
<td><a href="mailto:Sherry.richmond@browardschools.com">Sherry.richmond@browardschools.com</a></td>
<td>English, Media, Reading, World Languages</td>
</tr>
<tr>
<td>Ty Cunningham</td>
<td><a href="mailto:ty.cunningham@browardschools.com">ty.cunningham@browardschools.com</a></td>
<td>Art, Drama, Guidance Counselor, Music, PE/Health</td>
</tr>
<tr>
<td>Diane Rogers</td>
<td><a href="mailto:diane.rogers@browardschools.com">diane.rogers@browardschools.com</a></td>
<td>ESE (SLP, DHH, Gifted, etc.), Family Counselor, School Social Workers, School Psychologist, CTACE</td>
</tr>
</tbody>
</table>

Interested candidates must complete the on-line Instructional Application even if you completed a substitute application. The application can be accessed at www.browardschools.com/teacher.
You must register in SmartFind using the phone.
You can NOT register on-line
NOTE: Registering for ESS and SmartFind are two different processes.

After you have been processed (15 days from orientation), you will receive an email from “WorkFlow System”. The email will contain your SAP Personal Identification number (PIN). This number is required for you to access SmartFind. Follow the instructions below to register in SmartFind.

1. Call SmartFind 754-321-0050.
2. Enter Access ID (SAP Personnel # without the “P” or leading zeros) then press the star key (*) on the telephone keypad.
3. Enter PIN (SAP Personnel # without the “P” or leading zeros) when prompted
4. Record your First and Last Name Clearly!
5. System will then verify primary (callback) phone #, which you may change at this point.
6. System will then prompt you to create a PIN. Enter in your own PIN (up to 9 digits) and then press the star key(*)
   - PIN is your responsibility to maintain. When using the internet this will be your password.
7. You are now registered and can review and accept jobs using the phone or internet.

**SmartFind Using the Phone**

- You will be prompted to enter your Access ID and then PIN
  - Your Access ID is your SAP Personal Identification Number
- Listen to the menu and select the correct option:

<table>
<thead>
<tr>
<th>You Call SmartFind….</th>
<th>SmartFind Calls You….</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press 1…… Review or Cancel Assignments</td>
<td>Press 1……Accept the Job</td>
</tr>
<tr>
<td>Press 2…… Hear Available Jobs</td>
<td>Press 2……Hear the Job Again</td>
</tr>
<tr>
<td>Press 3…… Change Callback #</td>
<td>Press 3…… Decline the Job</td>
</tr>
<tr>
<td>Press 4…… Review/Modify Do Not Call Times</td>
<td></td>
</tr>
<tr>
<td>Press 5…… Review/Modify Unavailability Dates</td>
<td></td>
</tr>
<tr>
<td>Press 6…… Review/Modify Daily Availability</td>
<td></td>
</tr>
<tr>
<td>Press 7…… Change PIN or Re-record name</td>
<td></td>
</tr>
<tr>
<td>Press 9…… Exit and Hang up</td>
<td></td>
</tr>
</tbody>
</table>
SmartFind Call-Out Times

SmartFind calls substitute teachers during the times listed below. If you want to be called at a later time, you must update SmartFind using the “Do Not Call Until” option. See the SmartFind Manual for instructions.

<table>
<thead>
<tr>
<th></th>
<th>AM Period</th>
<th>PM Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weekdays</strong></td>
<td>5:30 – 10:30</td>
<td>3:00 – 10:30</td>
</tr>
<tr>
<td><strong>Saturday and Sunday</strong></td>
<td>10:00 am – 10:30 pm</td>
<td></td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
<td>10:00 am – 10:30 pm</td>
<td></td>
</tr>
</tbody>
</table>

Morning calls will be for the day you receive the call.
You must maintain your availability in SmartFind.

SmartFind
Using the Internet

You must register over the phone before you can access the system online.

**You can NOT register on-line.**


Due to functionality issues the IPhone App has been disabled.
It is your responsibility to maintain SmartFind. When you log in, there are several options for you to view.

Select Help to access the user guide or view tutorial videos.

The Profile selections will allow you to:
- Update email; remember to also update Employee Self Service (ESS)
- Change Password
- Callback Number

Other options available:

Schedule
- General
  - Update specific days you are available
  - Set days when you do not want to receive a call
- Temporary Do Not Call
  - Update “Do Not Call Until”
- Classifications: set specific subjects you ONLY want to receive assignments
- Locations: select the school(s) where you want to work
- Unavail Dates: enter/review a specific date(s) you are unavailable to work

Available Jobs
- Search for Jobs

Review Assignments
- Review Assignments Accepted
- Cancel Assignments

Access via the web

Profile Screens
- Update your Password, email, or call back number
- Do Not Call Until……(set the time the system can call you)
- Update days you are available MTWTHF
- Set a period of unavailability

Available Jobs Screen
- Search for Jobs

Review Assignments Screen
- Review Assignments Accepted
- Cancel Assignments
Frequently Asked Questions

- **Why am I not receiving many calls for assignments or seeing assignments online?**
  
  Substitute teaching is temporary employment there is no guarantee of daily assignments. There could be several factors which are contributing to the level of calls a substitute receives. One may be the time of year; absences are low during the beginning of the school year and then increase as the holidays approach. Absences decrease again at the beginning of the calendar year due to testing preparations for the students and then they’ll increase after the testing is completed. Another contributing factor may be how many locations you selected. Limiting yourself to only a few locations will definitely decrease the available opportunities for assignments.

- **I have the required 60 college credits to be a substitute and have cleared, but I was told I did not qualify for an interim sub position. Why?**
  
  You must have a conferred Bachelor’s Degree on file to qualify for an interim substitute position. Upon completing your degree please make sure that your official transcripts are sent to Sub Central to update your degree status.

- **The school will only pay me for 6.5 hours because the principal sent me home when the students left. Why don’t I get paid for the entire day?**
  
  As indicated on your clearance form, you are paid on an hourly basis not by how many classes you teach. If you worked at the school for 6.5 hours than you will be paid for the hours you actually worked.

- **I have worked at several Higher Rate Locations since graduating with my Bachelor’s Degree last month, but I’m still getting paid at the lower rate ($14.08). What do I need to do to get the higher rate?**
  
  Your official transcripts confirming your degree completion must be sent to Sub Central. Upon receipt of the transcripts your degree status will be changed and any assignments worked from that point on will be paid at the higher, $15.49, rate. The pay increase will not be retroactive back to the graduation date, only to the date the transcripts were received.

- **What do I have to do to remain an active substitute teacher?**
  
  You have reasonable assurance of re-employment as a substitute teacher as long as you maintain a valid Florida Teaching Certificate, or a Broward County Certificate, and work a minimum of 90 hours during the school year. Your name may be removed from the approved substitute teacher list when three or more schools have negatively evaluated your performance or have requested that you not return to their location for not showing up for an accepted assignment.
Broward County Public Schools

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Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities Department (EEO) at 754-321-2150 or TTY# 754-321-2158.