



UPPER GRAND DISTRICT SCHOOL BOARD

Beginning April 6, 2010 – unfilled jobs for that day will be available for substitutes to accept online between 7:00 am – 7:30 am.

Note: Smart Find telephone callout will remain unchanged. Smart Find will continue to callout in the evening between 6:00 pm - 10:00 pm. In the morning, Smart Find will begin callout at 6:15 am. This feature is an "additional" feature available to substitutes.

You will be able to view jobs in the morning if you are considered “available” for the unfilled job. You must have the Location listed in your profile to view jobs that are unfilled at that particular school. You must be available based on your Daily Availability (Monday – Friday) and not have the date/time of the job listed in your Temporary Unavailability Period. If you are already working that day – you will not be able to view the unfilled jobs, since you are not available. If you are working half a day – you will be able to view jobs that the times do not overlap with the job you are already assigned to.

A memo including screen shots will be posted on the Announcements screen of Smart Find the week of April 6, 2010.

AVAILABLE JOBS

In Smart Find, there will be an “Available Jobs” link in the left column under Substitute. Click on the “Available Jobs” link. Unfilled Jobs will appear in a list format (similar to the format you see when you review assignments).

Beside the job information, two different links will appear (1) Details, or (2) In Callout:

- **Details**
 - If you click on the “Details” button, the job details will appear on the screen. Accept, Decline and the Return to List buttons will appear on the bottom of the screen. If you Accept the job, a confirmation screen will appear with the Job Number. If you do not receive a Job Number, Smart Find will display the reason that the job cannot be assigned.
- **In Callout**
 - If you click on the “In Callout” button, the following message will appear “This job is currently being offered to a substitute. You may retry later.” The Accept/Decline buttons are not displayed on this screen because the job is in callout. Click on the “Return to List” button to return to the available job list.

**If you have any questions or concerns, please feel free to contact
Jenn McCreary or Donna Perry at the Smart Find Help Desk.
(519) 822-4420 ext. 803**