

Tip Sheet for Instructional Substitutes 2011-2012

The following information will help you utilize SubFinder to accept substitute assignments.

SubFinder System phone number: 757-898-0521

SubFinder Operation Specialist: Phone number: 757-898-0483.
Work hours: 6:30 a.m. to 5 p.m.

Work Hours for Substitutes:

Substitute Teacher

Full Day	7 Hours 30 Minutes
Three-quarter day	5 Hours 38 Minutes
Half Day	3 Hours 45 Minutes

Substitute Interpreter/Transliterater

Substitute Health Services Personnel

Full day	7 hours 15 minutes
Three-quarter day	5 hours 26 minutes
Half day	3 hours 37 minutes

Substitute Para-Educator

Full Day	7 Hours + 30 Minute Unpaid Lunchtime
Three-quarter Day	5 Hours 15 Minutes + 30 Minute Unpaid Lunchtime
Half Day	3 Hours 30 Minutes + 30 Minute Unpaid Lunchtime

Substitute Secretary or Office Clerk

Full Day	8 Hours + Unpaid Lunchtime (determined by supervisor)
Three-quarter Day	6 Hours + Unpaid Lunchtime (determined by supervisor)
Half Day	4 Hours + Unpaid Lunchtime (determined by supervisor)

Friday Bonus: Additional \$5 for working on Fridays for Substitute Teacher, Substitute Health Services Personnel, Substitute Interpreter/Transliterater and Substitute Para-Educator.

Sign In/Out Sheet: All substitutes must sign in and out on the log sheet at each school. Work times must be accurately recorded in the log. Actual work times recorded in the log should closely match assigned work times in SubFinder.

To Access the SubFinder System: Enter your **PIN** and then press the **#** sign.

Reviewing job assignments: Call SubFinder at 757-898-0521 and follow the menu selections to review your jobs.

SubFinder Call-Out Parameters:

5:30 a.m.	Begin call-out for high school jobs for that day only
6 a.m.	Begin call-out for all other jobs for that day only
11 a.m.	End morning call-out session
3:45 p.m.	Begin call-out for all jobs up to 60 days in advance
10 p.m.	End evening call-out session

Definitions:

Prearranged Substitute Job: The employee has spoken with the substitute and the substitute has agreed to take the job. The absence and job are both reported to SubFinder via the "pre-arranged" option. SubFinder does **not** make any phone calls.

Requested Substitute Job: The employee has not spoken with the substitute, but wants SubFinder to offer the job to the requested sub before contacting any other sub. SubFinder will attempt to call the requested sub until 12 hours before the start of the job. SubFinder then moves to call other subs.

4 Digit ID Number: Assigned by SubFinder. This number is used by teachers/administrators to request you for a job. SubFinder will call you to offer that particular job. Also used by teachers/administrators to enter a pre-arranged job for you.

Canceling Jobs: To cancel a job, call SubFinder at 757-898-0521 and follow the menu selections. You will need the job number. If it is too late to cancel in SubFinder (less than 1 hour before the job start time), please call the school as early as possible. If you cannot reach anyone at the school, please call the SubFinder Operations Specialist at 757-898-0483.

Changes to Personal Information (address, phone number, schools where you will work, etc.): May be made by contacting the SubFinder Operations Specialist at 757-898-0483.

Resignation: If you choose to resign as a substitute, please contact the SubFinder Operations Specialist at the School Board Office at 757-898-0483 and **return your identification badge.**