Caldwell County Schools

Substitute Teachers'
Handbook
2023 - 2024

TABLE OF CONTENTS

Caldwell County Schools
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Board of Education

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INTRODUCTION

The substitute teacher is a very important person to students, to the school staff and to the community. Did you know that a student spends over one full year with a substitute teacher by the time he or she graduates from high school? It's true. The substitute teacher steps in at a moment's notice and helps to maintain the continuity so important to the total school program. While the absence of the regularly assigned teacher could mean an interruption of the educational program, the qualified and well-prepared substitute teacher can minimize the interruption by providing the most worthwhile educational experiences possible.

● As a substitute teacher for Caldwell County Schools, you are hired as a professional person to carry on our instructional program. While substituting, you have the same responsibilities as other staff members.

● As each child differs, so will each substitution situation. Be ready and willing to adapt to various teaching assignments.

● As a substitute, strive to expand the learning and intellectual growth of students.

● Follow the instructional program as closely as possible, but use your professional judgment to vary the program to meet student needs.

Pre-Employment Requirements:
(Items listed must be complete before being approved as a Substitute Teacher)

- Must have a High School Diploma and provide a copy to Human Resources

- Complete Substitute Application in Applicant Tracking – must add 3 professional references with correct email addresses to application

- Must complete a Criminal Background Screening.

- Complete Checklist in Onboarding (Employee Records) The checklist includes: background, payroll documents, I-9 documents, drug and TB test, policy and other new hire forms

- If you want to sub in Pre-K you must have a Qualification Letter from the state. (steps on next page)

- Must attend a Substitute Workshop

Once everything is complete and your packet is approved you will receive an email from Audrey Glenn with all of your substitute information. Once you receive an email, you can setup your SmartFind account and start substitute teaching.
The information in this handbook was compiled in order to assist you in your performance as a substitute teacher. Principals will help in answering your questions. You may also call the Human Resource Department at (828) 728-8407 ext. 140103 – Audrey Glenn or email aglenn@caldwellschools.com.

Pre-K Substitute Requirements:

Setting up an NCID, applying for a Fingerprint Submission Release of Information, getting fingerprinted at the Sheriff's Department for the DHHS Criminal Background Check and getting your Qualification Letter.

DHHS Criminal Background Checks
Basic Information
Criminal Background Check (CBC)
The North Carolina Child Care Law (General Statute 110-90.2) requires a criminal background check (CBC) be conducted and a determination of fitness be made on all persons who work or provide child care in a licensed or regulated child care facility or Pre K Program.
Each prospective Childcare or Pre K employee must complete the criminal background check (CBC) and <u>receive a valid CBC Qualification letter prior to:</u>
- Being hired by a child care facility or Pre K Program
- Working as a substitute in a child care facility or Pre K Program

A Criminal Background Check includes checking each of the following:
- Federal and North Carolina State Fingerprint Databases
- National and North Carolina Sex Offender Registries
- NC Administrative Office of the Courts (AOC) database for state name check
- Responsible Individuals List (RIL) - The RIL is a list of those individuals that have been substantiated against for child abuse or serious neglect through NC's local departments of social services.
- Child Maltreatment Registry (CMR) - The CMR is a list of individuals who have maltreated a child in child care since the January 2016 Session Law 2015-123 took effect.
- State Criminal history database for name check, sex offender registry, and child abuse/neglect registries from any other state of residency within the last five (5) years.
- Criminal Background Check every 3 years.

Applicants who currently live out of state, or have lived out of state within the last five (5) years must obtain and submit a criminal history report and a child abuse and neglect registry check from the states they have lived in.

What Disqualifies an Applicant?
Multiple criteria are used when determining if an individual is qualified to work in licensed child care or Pre K program in NC. If an individual is on the Sex Offender Registry, Responsible Individual List, or Child Maltreatment Registry, they are automatically disqualified. Some pending charges or convictions may also result in an automatic disqualification, or may require a different review process.

Pre-K Substitute Requirements Continued:

Setting up an NCID (North Carolina Identity Management)
- Go to this website: **https://ncid.nc.gov/idmdash/**
- Click on **Register**
- Choose: **Individual** *(Left side of screen – Blue Boxes)*
- Add information into each required space
- Click **Continue**

BE SURE TO WRITE DOWN YOUR USER ID AND PASSWORD
Your NCID has been set up.
- Complete Security Setup Questions in the next step.

BE SURE TO WRITE DOWN THE SECURITY QUESTIONS AND ANSWERS
- CLICK **SAVE ANSWERS**

Applying for a Fingerprint Submission Release of Information
- Go to: https://ncchildcarecbc.nc.gov/login

- Log in with your NCID Username and Password
- Add information into each required space.
- Click/agree with all three paragraphs and clicking NEXT.
- Verify that all the information entered is accurate.
- Pay the $26.50 to process your Criminal Background Check application.
- Print the 3-4 page CBC Application document is titled Fingerprint Submission Release of Information. *(DO NOT Sign and date until at the Sheriff's Department.)*

Getting Fingerprinted
Call Caldwell County Sheriff's Department (828-754-1518) to set up a fingerprinting appointment, Monday through Friday between 8:30am – 3:30pm. At the time of your appointment:
- Take your Fingerprint Submission Release of Information and your Driver License to the Sheriff's Department at the time of your appointment.
- Fingerprinting costs may be paid by cash, check or credit card. ($7.00 for Caldwell County residents, $15 out of county residents, based on the address on your driver license.)
- Check your fingerprint card to be sure the information is accurate before signing/dating.
- Both you and the employee at the Sheriff's Dept. who fingerprints you must sign/date the fingerprint card and the Fingerprint Submission Release of Information.
- Make a copy for yourself of the Fingerprint Submission Release of Information and the fingerprint card.
- Mail the original Fingerprint Submission Release of Information and the original fingerprint card to the address on the bottom of that document.

Getting Your Qualification Letter
Your CBC Qualification Letter will come to you via email several weeks later. The email will contain a link which you will access with your NCID in order to print your Qualification letter. A copy of the Qualification Letter must be provided to the Pre-K and CCS Human Resources Departments before eligible to substitute in Pre-K

ASSIGNMENT PROCEDURES

SmartFind Express

SmartFind is used to track the reporting of employee absences and to call substitute employees when appropriate. All substitute assignments are made through SmartFind. It is also required that pre-arranged assignments be arranged through SmartFind. SmartFind will issue a job number for each assignment. **Please record the job number and carry it with you to the assignment.**

The Assignment:

● All substitute teachers must sign-in and out of Timekeeper at the school office. *(See more information on page 17)* Substitutes are also responsible for checking with the secretary or assistant principal before leaving the building regarding the continuation of the assignment or other special instructions.

● Substitute teachers may be asked to fill in for other teachers during the scheduled preparation time. Also, please be aware that substitute teaching assignments may change if other needs arise in the building.

● Prior to your first assignment, request substitute procedures for the schools that you will be subbing in.

● **The length of the workday for substitutes is a maximum of 7.5 hours per day.**

● **Half day assignments ends at 11:30 am (or 10 minutes on either side of it)**

● Long-term/Interim assignment substitute teachers shall be on duty and available for work on the school site as directed by the principal.

● All subs are required to work a minimum of ten days per school year. If you do not meet this requirement during the school year, you will not be able to renew for next school year. (Exceptions will be made based on hire date)

Unavailable for Assignments

When substitutes know in advance that they will not be available on a certain date, they should call SmartFind to make themselves "unavailable" in the system.

Declining an Assignment

The substitute teachers know that it is essential for all students to have qualified instruction and, therefore, accept only those assignments that are within his/ her competence. When a substitute teacher feels unqualified to take an assignment, he/she should decline the job.

Cancellation of Assignments

Should a substitute accept an assignment and need to cancel for any reason, please call the school as soon as possible. If time permits you may work through SmartFind to cancel the assignment.

Assignment during Inclement Weather

If school is canceled because of inclement weather, substitutes do not report to work. If school is delayed, staff members/substitutes are required to report to work at least 30 minutes before students arrive or the start time of the facility. Individual principals may have different requirements in order to meet the needs of their school; please refer to your principal or site supervisor on delay start days.

RESPONSIBILITY OF SUBSTITUTE

Duties of a Teacher

North Carolina Public School Law (115C-307) states that "It shall be the duty of all teachers," including student teachers, **substitute teachers**, voluntary teachers, and teacher assistants:

1. To Maintain Order & Discipline
2. To Provide for General Well-Being of Students
3. To Provide Some Medical Care to Students
4. To Teach the Students

The professional responsibility of the substitute involves many aspects, including:

- Provide continuity of instruction.

- Maintain classroom control.

- Provide honest feedback to the regular teacher. If there are problems, the teacher needs to be informed so that follow-up may occur immediately.

- Make the day meaningful to the students.

- Supplement the daily program, when necessary, with your own innovations.

- Always dress professionally. Do not wear hats to work.

Substitute teachers must adapt to many schools, each with its own unique characteristics. The substitute is a temporary member of the school faculty and, as such, owes loyalty to that group.

As a substitute teacher, all relationships with administrators, teachers, staff, and children should be on a professional basis.

The substitute teacher should recognize that in each classroom the existing teacher-pupil relationship is important. No act or comment should be detrimental to that relationship. The substitute serves in lieu of the regular classroom teacher and should never criticize the teacher to the students or other staff members in or outside of the school.

The substitute teacher should understand that discussions of the students, staff, or administration are not carried on at other schools or in the community at large.

The number one request by permanent teachers and school personnel is that substitute teacher is prepared and professional.

RESPONSIBILITIES OF THESCHOOL

The Principal should see that the substitute teacher is given:

- A friendly welcome;

- An introduction to the class and to a neighboring teacher;

- A bell schedule (including fire and disaster drills);

- Information about general building procedures (i.e., hall duties, lunchroom duties, restroom privileges of pupils, location of restrooms and teachers' lounge, etc.);

- Information about procedures in case of injury to a pupil;

- Notice of any extra activities (auditorium, etc.) for the day.

The Regular Teacher should:

- Leave a schedule of the day's program in an easily accessible place (this might include information pertaining to opening exercises);

- Have an up-to-date seating chart;

- Have an up-to-date class list;

- Leave lesson plans which substitutes can follow without having to consult the students;

- Leave notes concerning any supervision or extra duties assigned to that teacher;

- Leave information about usual homeroom activities, grading of papers or oral work, homework assignments, and privileges of students in the room.

Removal of a Substitute Teacher:

- If presented a viable reason, a principal can remove a substitute teacher from their school for any future jobs as a substitute teacher at any time. The principal will send a letter to the substitute teacher and Human Resources Department notifying the substitute teacher and district of the removal.

- If a substitute teacher is removed from three (3) schools, the substitute teacher will no longer be allowed to substitute teach in Caldwell County Schools.

- Any severe concern/complaint or violation of Board Policy/Law could constitute immediate termination of employment with Caldwell County Schools.

Specific Procedures

☐ Sign-in with Timekeeper at the office.

☐ Get general procedures, room key, and location of room and lesson plans from the office.

☐ Ask about student passes, playground rules, bus duty, lunch procedures, and other duties.

☐ Be aware that each school has different procedures for school operation. It is best to inquire about this information prior to your first assignment at the school.

☐ Find out how to refer a student to the office. Review the discipline policy.

☐ Review the lesson plans. This is your best clue as to what you are to teach.

☐ Carry out the lesson(s) according to the teacher's plan and usual routine of the class as much as possible.

☐ Perform all of the additional duties of the regular teacher. This includes, but may not be limited to: Hall, Playground, Car, Lunchroom duties, etc.

☐ Follow the wishes of the regular teacher regarding the collection and grading of papers.

☐ Leave a brief summary of work, which has been done during the teacher's absence. Include your phone number in case the regular teacher needs to contact you.

☐ Leave the room in order. Leave record of assignments given for the next day and papers collected from students.

☐ Complete and submit any evaluation forms given to you by the office.

☐ Close windows; turn off lights and lock doors when leaving the room at the end of the day.

☐ Return keys to the office and sign out of Timekeeper.

Failure to follow the procedures listed above could result in fewer or no substitute assignments.

CLASSROOM MANAGEMENT

Here are some suggestions to help you and the students enjoy your substitute teaching experiences:

- Discipline should be based on mutual understanding through honest, open communication.

- Classroom management is improved if the content of instruction is worthwhile and is presented in an interesting manner.

- The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, self-knowledge, resilience, initiative, and resourcefulness are some necessary prerequisites.

- As a substitute, you can help set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic and accepting.

- If there is time before class begins, review the day's schedule and become familiar with related activities.

- Try to call students by their names. This tends to prevent problems. To help you remember names make seating charts or use name tags.

- If discipline problems arise which you are unable to manage, contact the principal or designee immediately for assistance.

- In any situation, no matter how well managed, emergencies will arise. Accidents, illness, the administering of medication, and other emergencies must be referred to the principal or designee.

- Good communication between you and the regular teacher is essential to the students' continuity of learning. You should provide the regular teacher with a summary of each day's accomplishments. You can do this by either writing a summary or calling the teacher.

PAYROLL INFORMATION

Substitute Pay Schedule
Substitute teacher pay for 2023 - 2024:
(This pay rate accurate as of August 17, 2023)

$112.50 per day for non-certified substitutes
$137.50 per day for certified substitute teachers (must have a copy of teaching certificate on file)

● Regular deductions are made from state and federal income tax, social security and Worker's Compensation.

● Substitutes are paid only by the school district and never by the absent teacher.

● Checks are Direct Deposited unless otherwise designated.

● Check stubs will not be mailed. You can view check stubs on Timekeeper. See pages 18 & 19 for more information,

● If there is an error on your paycheck, please call the school(s) first.

● Be sure to keep your own records of the days, schools and teachers for which you work. This is your protection in case of errors on your paycheck.

Extended Assignment
Substitutes who work 10 or more consecutive days in any one assignment for the same teachers, and for whom a recommendation has been issued by the principal to the HR Department, will receive $168.00 per day – certified or **$137.50 per day** – non-certified. Extended/Long Term substitutes receive no fringe benefits, do not accrue sick leave and receive no health benefits other than an offer for high deductible insurance if working longer than 30 days. If there is prior knowledge of an extended assignment, the extended substitute's pay begins on the first day of the assignment.

$112.50 per day if long-term for Teacher Assistant
$137.50 long-term non-certified substitute teachers
$168.00 long term certified substitute teacher (must have copy of teaching certificate on file)

Unemployment Benefits:
A substitute, by definition, is a temporary position, and employment is based on an as-needed basis. In accordance with North Carolina General Statue 96-15.01(d), substitute employees are ineligible for unemployment benefits.
Also, substitutes are not eligible to earn leave, participate in the retirement system or receive/purchase health benefits.

LIMITATIONS ON DAYS WORKED

Normal Subbing (not long-term)

- Substitute teacher may not work more than 127.5 hours per calendar month. This applies to all substitutes, whether retired state employees or not, and includes all hours worked in all positions (Bus Driver, Monitor, Tutor, etc.).

Long-term Subbing Assignments

- **Retirees** – May take long term positions but can only work 17 days per calendar month. The school will arrange for a sub for the long-term sub during the remaining days of the month.

- **Non-retirees** - May work continuous long-term assignments (no 17 day per month limit) but they must be offered the High Deductible High Cost Health Plan if they will be working longer than 30 days.

Caldwell County Schools
2023 - 2024 Substitute Teacher Pay Schedule

Month	Pay Period	Pay Date
Aug	JULY 16 - AUGUST 12	31-Aug
Sept	AUGUST 13 - SEPTEMBER 16	29-Sep
Oct	SEPTEMBER 17 - OCTOBER 14	31-Oct
Nov	OCTOBER 15 - NOVEMBER 11	30-Nov
Dec	NOVEMBER 12 - DECEMBER 9	21-Dec
Jan	DECEMBER 10 - JANUARY 13	31-Jan
Feb	JANUARY 14 - FEBRUARY 10	29-Feb
March	FEBRUARY 11 - MARCH 9	28-Mar
April	MARCH 10 - APRIL 13	30-Apr
May	APRIL 14 - MAY 11	31-May
June	MAY 12 - JUNE 8	13-Jun

Please keep a calendar of the days, schools, and teacher's names where you served as a substitute for each pay period. This will help you if you need to check on days paid for. If you have any questions, please ask at the school first. If they are unable to answer your question(s), they will contact the Finance Department for clarification.

SCHOOL SAFETY

The safety, health and well-being of all students and employees are of major importance to Caldwell County Schools. We believe that students learn best and achieve their full potential in safe and orderly classrooms.

As the substitute teacher, you must assume full responsibility for all of the students in your care. In addition to regular classroom duties, there may be times when

SafeSchools Training

All CCS employees are required to complete SafeSchools online training yearly. You will receive emails to your substitute email account. These trainings are to be completed while on the clock as a substitute.

Emergency & Evacuation Procedures

Since every building and classroom is different, it is important to know where the nearest exit is and to have a class list available to grab when you evacuate the building. Most classrooms will have the evacuation route posted. If you hear the fire alarm or a message to evacuate over the intercom, instruct the students to quickly and quietly leave the room in an orderly fashion, toward the nearest designated exit. After evacuation the building, use the class list to account for all of the students in your class.

Accident Reporting

If you or a student is injured, you should immediately report the incident to the principal. Students who are injured should be escorted by another adult to the office where a school nurse or secretary can administer first aid. In the event of a severe injury, do not move the student. Remain with the student, and send another student or teacher for help.

If a substitute is injured on the job, the Worker's Compensation report must be completed with the school secretary and forwarded to the Education Center within 24 hours of the accident. These forms are available in the school office.

Guidelines for Handling Exposure to Blood/Bodily Fluids

All bodily fluids should be considered infectious. Avoid contact with blood/bodily fluids if possible. Please follow the following procedures when handling incidents involving blood and/or bodily fluids.

Blood (cuts and abrasions, nosebleeds, menses, contaminated needle)

- Use proper First Aid procedures. If student is able, have them, upon instruction, wash and clean their own wound.

- Use disposable gloves when available. Remove gloves, put them in plastic bag, wash hands with soap for 15 seconds under running water using proper hand washing procedures. Dry with paper towels.

- If no gloves are available, wash hands with soap for 15 seconds under running water. Dry hands with paper towels.

- Do not use needles to remove splinters.

- Substitute teachers **will not** administer any injections.

- Dispose of gloves in a plastic bag.

- If it is necessary to change a child's clothing, the clothing containing body fluid should be placed in a sealed bag and sent home. Disposable gloves should be used.

- Contaminated disposable items (tissue, paper towels) should be handled with disposable gloves and placed in plastic bags.

Other Bodily Fluids (feces, urine, vomit)

- Use disposable gloves. Remove gloves. Put them in plastic bag. Wash hands for 15 seconds under running water. Dry with paper towels.

- Dispose of gloves in plastic bag. Custodians will dispose of bag in the proper manner.

- If it is necessary to change a child's clothing, use disposable gloves. The clothing containing body fluid should be placed in a sealed bag and sent home for laundering.

- Countertops should be wiped with approved disinfectant-usually the custodian will take care of this.

Hand Washing Procedures

Hand washing is one of the most effective things you can do to keep from getting sick. Proper hand washing removes viruses and bacteria from hands and fingers. The following procedure is to be used before eating, drinking and handling food; after using the toilet, blowing your nose or covering a sneeze; after handling garbage, exposure with any body fluids and any other time when hands are dirty.

1. Use warm water only.
2. Wet both hands and wrists.
3. Apply liquid soap to palms first.
4. Lather well; spread lather to back of hands and wrists.
5. Continue scrubbing a minimum of 12 seconds, paying careful attention to fingernails and between fingers.
6. Rinse hands and wrists well.
7. Dry completely.
8. Turn off faucet using disposable towels.

GENERAL INFORMATION

Change of Address
As a substitute, you must notify the HR Department immediately of any change in your name, address, or telephone number. This should be done in writing. Email – aglenn@caldwellschools.com

Yearly Renewal
- You must register/renew each year in which you are willing to serve as a substitute. You will receive notification in an email prior to June 30th of each year regarding renewing your substitute status with the school system. New substitute rosters are developed yearly. Failure to complete the Sub Renewal form will result in your name being removed from the substitute list. This information will be sent to you via your school email.

- You must also complete SafeSchools training yearly.

- All subs are required to work a minimum of ten days per school year. If you do not meet this requirement during the school year, you will not be able to renew for next school year. (Exceptions will be made based on hire date)

Termination
- Substitutes who wish to be removed as a substitute teacher for Caldwell County Schools needs to complete a resignation form located on the HR website.

- If presented a viable reason, a principal can remove a substitute teacher from their school for any future jobs as a substitute teacher at any time. The principal will send a letter to the substitute teacher and Human Resources Department notifying the substitute teacher and district of the removal.

- If a substitute teacher is removed from three (3) schools, the substitute teacher will no longer be allowed to substitute teach in Caldwell County Schools.

- Any severe concern/complaint or violation of Board Policy/Law could constitute immediate termination of employment with Caldwell County Schools.

**Congratulations, you have now completed
the Substitute Teacher Training Workshop!**

Punching in and out on Timekeeper

Look for the Icon on the Desktop that looks like a small clock.

Click the icon to open the timekeeper keypad

You will punch in and out using timekeeper.

• Enter your employee number into the keypad.
• Click next.
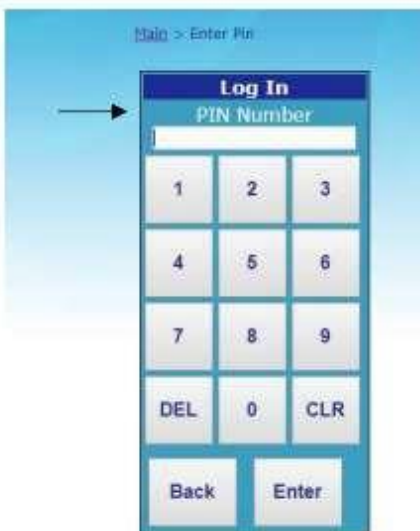
Here you will enter your pin (Password)
The first time you log into Timekeeper your password will be your employee number. Timekeeper will prompt you to create a new password. You will need to keep track of that password, we do not have access to the new password.

After the first login, you will use the password you created on this screen

Accessing Timekeeper from Home

When you are at a school you will look for this symbol on the screen to access Timekeeper.

When you are off campus you can still access Timekeeper through the Caldwell County Schools Website by following the steps below.

From your Smartphone or Web Browser at home you can access Timekeeper to see various item. You **will not** be able to punch in and out on your devices.

Click the Staff tab on the Caldwell County Schools Home screen

Click the Links tab on the left side of the screen

Click the Timekeeper Login link to open the Timekeeper Login Portal

Accessing additional items through the Timekeeper Portal off campus

Enter your employee Number on the first screen

Enter your password on the Second screen

DUE TO IRS TAX LAW CHANGES, PLEASE REVIEW YOUR FEDERAL TAX WITHHOLDINGS
ON YOUR JANUARY PAYCHECK. (6)

Job	Pay Grade	Site		Date	Last In	Last Out
Your job description will appear here			(1) Clock Out	1/31/2020	07:00 AM	

On this screen you will:

1. clock in and out

2. Access your check history (Paycheck images)

3. request changes to Address and Phone numbers and changes to tax forms

4. You may also be required to electronically sign policies each school year

5. View/Print W-2's

6. You will also receive alerts on this screen as well. (See the alert referring to federal tax forms on this image)

Caldwell County Schools 2023-2024 Calendar

First Day: August 28, 2023 **Last Day: May 31, 2024**

Codes: OP = Optional Planning (yellow) · P = Planning (blue) · PD = Professional Development (orange) · AL = Annual Leave (pink) · H = Holiday (green) · X = marked day · ■ = First/Last Day

August 2023
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8 (OP)	9 (OP)	10 (OP)	11 (OP)	12
13	14 (P)	15 (PD)	16 (PD)	17 (P)	18 (P)	19
20 (P)	21	22	23	24	25	26
27	28 (■)	29	30	31		

September 2023
Su	M	T	W	Th	F	Sa
					1	2
3	4 (H)	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 (OP)	20 (OP)	21
22	23	24	25	26	27	28
29	30	31				

November 2023
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6 (PD)	7	8	9 (H)	10 (H)	11
12	13	14	15	16	17	18
19	20 (AL)	21 (H)	22 (H)	23 (H)	24 (H)	25
26	27	28	29	30		

December 2023
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 (OP)	21 (AL)	22 (AL)	23
24 (H)	25 (H)	26 (AL)	27	28	29 (AL)	30
31						

January 2024
Su	M	T	W	Th	F	Sa
	1 (H)	2 (OP)	3 (OP)	4 (OP)	5 (OP)	6
7	8 (AL)	9	10	11	12	13
14	15 (H)	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024
Su	M	T	W	Th	F	Sa
				1	2 (PD)	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 (OP)	23 (PD)	24
25	26	27	28	29		

March 2024
Su	M	T	W	Th	F	Sa
					1	2
3	4 (OP)	5 (PD)	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 (H)	30
31						

April 2024
Su	M	T	W	Th	F	Sa
	1 (AL)	2 (AL)	3 (AL)	4 (AL)	5 (AL)	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024
Su	M	T	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 (H)	28	29	30	31 (■)	

June 2024
Su	M	T	W	Th	F	Sa
						1
2	3 (P)	4 (OP)	5 (OP)	6 (OP)	7 (OP)	8 (OP)
9	10	11	12	13 (X)	14 (X)	15
16	17	18	19	20 (X)	21 (X)	22
23	24	25	26	27 (X)	28 (X)	29
30						

July 2024
Su	M	T	W	Th	F	Sa
	1	2	3	4 (H)	5 (X)	6
7	8	9	10	11	12 (X)	13
14	15	16	17	18	19 (X)	20
21	22	23	24	25	26 (X)	27
28	29	30	31			

Legend

Type	Days
Professional Development	6
Annual Leave	10
Holiday	11

Type	Days
Student Day	169
Planning	4
Optional Planning	15

First Day: August 28, 2023

Last Day: May 31, 2024

Caldwell County Schools CASA & CECHS 2023-2024 Calendar

August 2023

Su	M	T	W	Th	F	Sa
		OP	P	P	OP	5
6	OP	8*	9*	10*	11*	12
13	14*	15*	16*	17*	18*	19
20	ER*	22*	23*	24*	25*	26
27	28	29	30	31		

September 2023

Su	M	T	W	Th	F	Sa
					1	2
3	H	5	PD	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	OP	OP	OP	OP	13	14
15	16	17	18	19	20*	21
22	23	24	25	26	27	28
29	30	31				

November 2023

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	AL	H	H	25
26	27	28	29	30		

December 2023

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	OP	OP	AL	AL	AL	23
24	H	H	AL	AL	H	30
31						

January 2024

Su	M	T	W	Th	F	Sa
	H	OP	OP	4*	5*	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

Su	M	T	W	Th	F	Sa
				1	PD	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	PD	24
25	26	27	28	29		

March 2024

Su	M	T	W	Th	F	Sa
					1	2
3	4*	5*	AL	AL	AL	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	H	30
31						

April 2024

Su	M	T	W	Th	F	Sa
	AL	OP	3*	4*	5*	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	P	P	P	P	OP	25
26	H	28	29	30	31	

June 2024

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	X	8
9	10	11	12	13	X	15
16	17	18	19	20	X	22
23	24	25	26	27	X	29
30						

July 2024

Su	M	T	W	Th	F	Sa
	1	2	3	H	X	6
7	8	9	10	11	X	13
14	15	16	17	18	X	20
21	22	23	24	25	X	27
28	29	30	31			

Legend

Days	Type	Days	Type
173	Student Day	3	Professional Development
5	Planning	10	Annual Leave
13	Optional Planning	11	Holiday
1	Early Release Day		

First Day: August 8, 2023

Last Day: May 17, 2024

Limited Transportation days are marked with an asterisk (*).

Caldwell County Schools
SmartFind Express
Substitute Quick Reference Card

_____

System Phone Number <u>1-828-394-2715</u>

Help Desk Phone Number <u>828-728-8407 Ext. 140130</u>

Write your Access ID here _____

Write your Password here_____

Write your PIN here_____

Web Browser URL h<u>ttps://caldwell.eschoolsolutions.com/</u>

TELEPHONE ACCESS INSTRUCTIONS
_____

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	*Future Jobs*
Weekdays	Starts at 6:00 am and continues until 50% completion of job.	6:00 – 10:00pm
Saturday	None	None
Sunday	None	6:00 - 10:00 pm
Holidays	None	6:00 - 10:00 pm

_____

DECLINE/CANCEL REASONS:
1. Illness
2. No Transportation
3. Working in another District

Before any features are available, you must register with this system and create a PIN.

The Access ID and PIN are used for all interactions with the system.

REGISTRATION – By Telephone
1. Enter your **Access ID** followed by the star (*) key
2. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key
3. Record your name followed by the star (*) key
4. Hear your callback #. Correct if necessary.
5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

TELEPHONE ACCESS INSTRUCTIONS Cont.

1. Enter your **Access ID** followed by the star (*) key
2. Enter your **PIN** followed by the star (*) key

THE SYSTEM CALLS

HEAR THE JOB OFFER
1. **PRESS 1** to Hear the job offer
   PRESS 2 to Set temporary Do Not Call
2. If you **pressed 1** to Hear the job offer
   PRESS 1 to Hear the job description
   PRESS 2 to Decline the job (without hearing the description)
       Enter the decline reason from page 1 followed by the star (*) key
3. If you **pressed 1** to Hear the job description
   PRESS 1 to Accept this job
       Record the Job Number. You are successfully assigned to the job.
   PRESS 2 to Repeat the job description
   PRESS 3 to Decline the job
       Enter the decline reason from page 1 followed by the star (*) key
       PRESS 1 to Accept
4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered
       PRESS 1 to Accept the time offered
       PRESS 2 to Enter an earlier time in HH:MM format.

HEAR THE CANCELLATION
1. Hear "This assignment has been cancelled" and the job information
2. **PRESS 1** to Repeat the job information

CALLING THE SYSTEM

MENU OPTIONS
1 - Review or Cancel Assignments 2
– Hear Available Jobs
3 - Change your Callback Number
4 - Review or Modify Temporary Do Not Call Time 5
- Review or Modify Unavailability Dates
6 - Review or Modify Daily Availability 7
- Change PIN or Re-record Name
9 - Exit and hang-up

REVIEW OR CANCEL ASSIGNMENTS
1. Hear assignments in chronological order
   PRESS 1 to Hear assigned job information again
   PRESS 2 to Cancel this assigned job
2. If you **pressed 2** to Cancel assignment
   PRESS 1 to Confirm cancellation (Enter cancellation reason followed by the * key)

HEAR AVAILABLE JOBS
1. Hear assignment information
   PRESS 1 to Repeat assignment
   PRESS 2 to Accept assignment
   PRESS 3 to Decline assignment
2. If you **pressed 3** to Decline assignment
   Enter decline reason from page 1 followed by the star (*) key

CHANGE YOUR CALLBACK NUMBER
1. Hear the Callback telephone number
   PRESS 1 to Modify callback telephone number
2. Enter new telephone number followed by the star (*) key.

TO CHANGE PIN or RE-RECORD NAME
1. **PRESS 1** to Change your PIN
   PRESS 2 to Change the recording of your name

SmartFind Express Web Browser Access Instructions

Sign In

Open your browser and access the SmartFind *Express* Sign In page. Enter your Access ID and **Password**.

PIN REMINDER

The "Forgot your PIN?" link supports users who want to log into the system but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page. **Note:** *You must be registered with the system to use this option.*

NEW PASSWORD REQUIREMENTS

SmartFind Express Has implemented changes to improve the security of your personal information.

Phone access to SmartFind Express will be unchanged; Access Id and Pin will remain for use over the phone.
All employees will need to create a unique password for themselves in order to log in over the web.

Password must incorporate the following:
- ☐ 1 Uppercase Alphabet Character
- ☐ 1 Lowercase Alphabet Character
- ☐ 1 Number
- ☐ 1 Special Character
- ☐ A minimum of 8 total characters.

Please create a new password for logging in over the web.
Once logged in, please validate your email on your profile in case you forget your password in the future. If you forget your password, please use the "forgot password" link on the login page to send a reset link to the email in your profile.

PROFILE

Information - Review profile status and address information. Update

Email - Enter or change email address

Callback Number – View/update callback number; specify a Do Not Call time.

Change Password - Enter your current PIN followed by a new PIN twice and click Save

SCHEDULE

General

- **Modify an Availability Schedule**
  - ° Choose day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button
  - ° Select the *New* button to add a new day of week or time. Follow the steps for "Create a New Availability Schedule" as outlined above
- **Temporary Do Not Call**
  - Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code.
  - Specify a temporary "Do Not Call Until" time if you do not want to be called by the

system.

Classifications and Locations
- Review classifications and locations, you have chosen for assignments

Unavail Dates Tab
- **Create Unavailability Schedule**
  ° Select the *New* button
  ° Enter Start and End Date Range (MM/DD/YYYY) or use the calendar
  ° Select the *All Day* check box or enter the time range in HH:MM am or pm format
  ° Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time

AVAILABLE JOBS

Choose the Available Jobs link to view and accept assignments
To view and accept jobs
- ☐ You must be available to work all days and times of the job
- ☐ You have specified that you will work at the location

Follow these steps:
- ☐ Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- ☐ Press the *Search* button to display the list of jobs
- ☐ Press the *Details* link to view the job details. Review the specifics and choose one of the following
  ° Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
  ° Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
  ° Select the *Return to List button* to return to the job listing

REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment
Follow these steps:
- ☐ Select format for Assignment display. List or Calendar view
- ☐ Search for assignments
- ☐ Press the *Search* button to display the list of assigned jobs
- ☐ Choose the *Job Number* link to view job details
  ° Select the *Return to List* button to review other jobs assigned to you
  ° Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the "Job was cancelled successfully" notification. You cannot cancel an assignment within 1 hour of the start time.
 ° An assignment may contain file attachments. To view or download a file attachment, click on the file name.

SIGN OUT AND WEB BROWSER INFORMATION

- At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFind*Express*. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFind*Express*.
- To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFind*Express,* and close the web browser when you finish with your session.
- You can click the Help link to access Help Guides and How-to videos.
- **Important Note**: *Do NOT use the browser's BACK button to navigate to screens.Navigation buttons are on the bottom of* SmartFind*Express screens, such as the Return to List and Continue buttons.*

SmartFind Express Mobile App

Get Started

Find the SmartFind Mobile Registration Email request in the upper right-hand corner of your home screen.
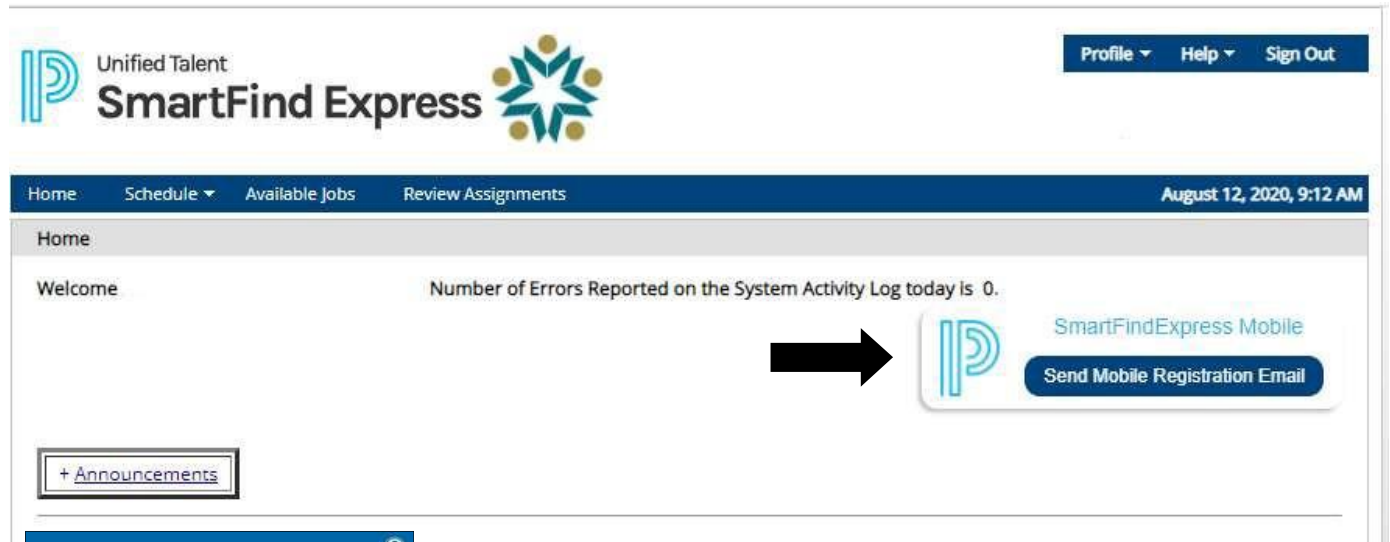
Access the App
Clicking the link shown above will provide you instructions and a district unlock code. Open the app and enter the code.

After unlocking, select the district. Enter your login credentials for the selected district.

Main Navigation

A. Jobs – Find and accept jobs available to you and manage jobs you have accepted in a list view.

B. Calendar – Find and accept jobs available to you and manage jobs you have accepted in a calendar view.

C. Settings – Set your availability and notification preferences.

D. Logout

NOTE: The mobile app has multi-lingual support. It translates to the selected language of your device.

Manage Jobs – List View

Find & Accept Available Jobs

1. Select Jobs from the main navigation.

2. From the Available jobs list, select a job to access its details page.

3. To take a job assignment, tap Accept.
   -OR-

   To hide a job from the list, tap Decline. A confirmation will appear asking you to select a reason.

Review & Cancel Active Jobs

1. Select Jobs from the main menu.

2. From the Active jobs list, select a job.

3. Review the job dates, schedule, and location information.

4. You may have one or more of the following options:

   - Cancel Assignment – Only available if you can cancel the job. A confirmation will appear asking you to select a reason.

   - Play – Only available if there are audio instructions.

   - View – Only available if there are text instructions.

   - Attachments – Only available if there are instruction files.

Acknowledge Canceled Jobs

If someone else has canceled you from an assignment, you should acknowledge the cancellation.

1. Select Jobs from the main menu.

2. From the Canceled jobs list, select a job flagged as Action Required.
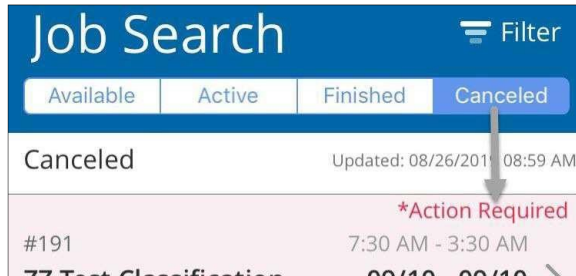
3. Review the job dates, schedule, and location information.

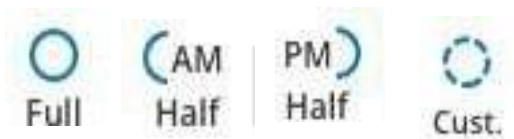4. Tap Acknowledge Cancellation.

Manage Jobs – Calendar View

Jobs available to you and your assigned jobs are displayed together in the calendar.

1. Select Calendar from the main navigation.
2. Select a date with a job icon to view jobs for that day.
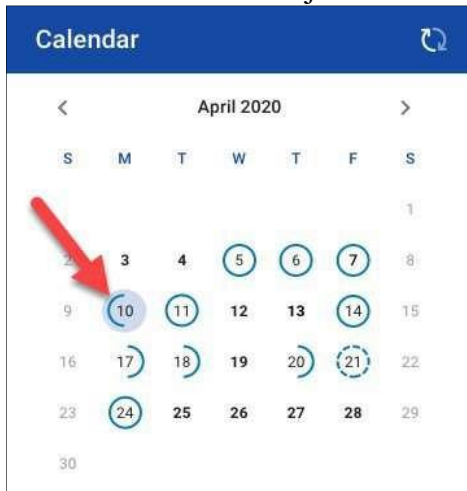
3 . Select a job from the list to review its **details**

Job icons:

Manage Availability

Manage Schedule

1. Select Settings from the main menu.
2. From the Availability tab, select Schedule.
3. For each day of the week, select your Work Times and Do NOT Call Times preferences.
4. Tap Save.

Set Unavailable

1. Dates Select Settings from the main menu.
2. From the Availability tab, select Unavailability.
3. Tap Add.
4. Enter the unavailability details.
5. Tap Save.

To remove an unavailability entry:

- For iOS, press from the list and slide left, then tap Delete.
- For Android, press from the list and hold, and then tap Delete.

Manage Notifications

1. Select Settings from the main menu.
2. From the General tab, select Notifications.
3. Turn notifications on or off for both push (in-app) and SMS (text) delivery.
4. If you elect to receive SMS notifications, tap Enter Mobile Phone Number to update your preferred mobile number and provider.

Manage Classifications

1. Select Settings from the main menu.
2. From the General tab, select Classifications.
3. Tap Edit.
4. Select appropriate classifications and groups from each tab.
5. Tap Save.

Manage Locations

1. Select Settings from the main menu.
2. From the General tab, select Locations.
3. Tap Edit.
4. Select appropriate locations and groups from each tab.
5. Tap Save.

Manage Auto Accept

1. Select Settings from the main menu.
2. From the General tab, select Auto Accept Setup.
3. Select your minimum acceptance window. This will apply to all locations.
4. Turn Auto Accept on or off for each location.
5. Tap Classifications Setup for each location to choose corresponding classifications.
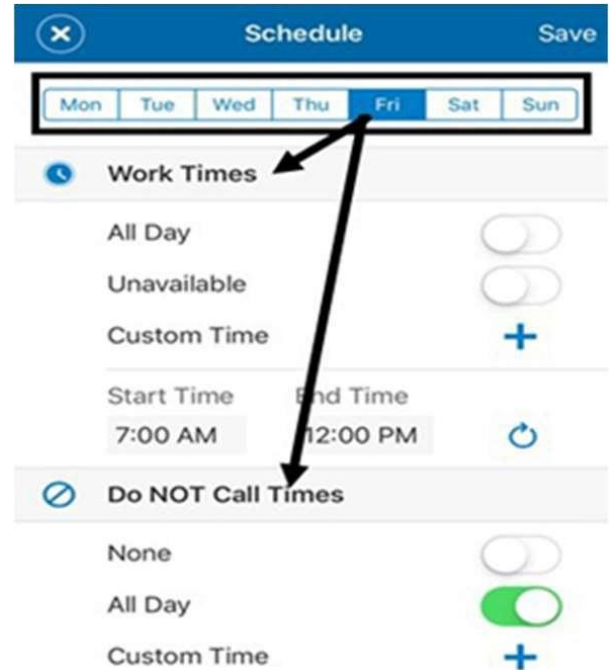
Manage Profile Settings

1. Select Settings from the main menu.
2. Select the Personal tab.
3. Select an option to update your email address, password, contact information (for calls), or physical address.

NOTE: Password is not the same as your PIN.

You must log in to the web application to change your PIN.