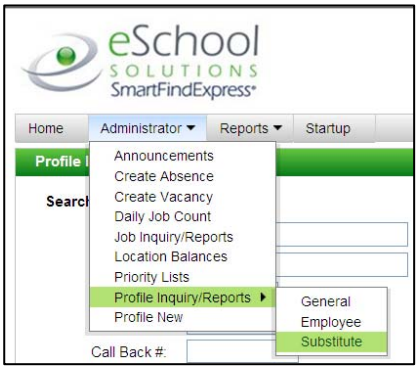
How to Complete a Long Term Substitute Search Through SmartFindExpress (SFE)



Step 1. Select *Profile Inquiry/Reports* and then *Substitute* from the Administrator menu.

Step 3. Enter the Search Criteria.

Status: *Active*
Registered: *Yes*
Avail. New Jobs: *Yes*
Avail. Long Term: *Yes*
Certified: *All*
Avail. General Calling: *All*
Expired Subs: *No*

Step 5. Select *More Search Options*

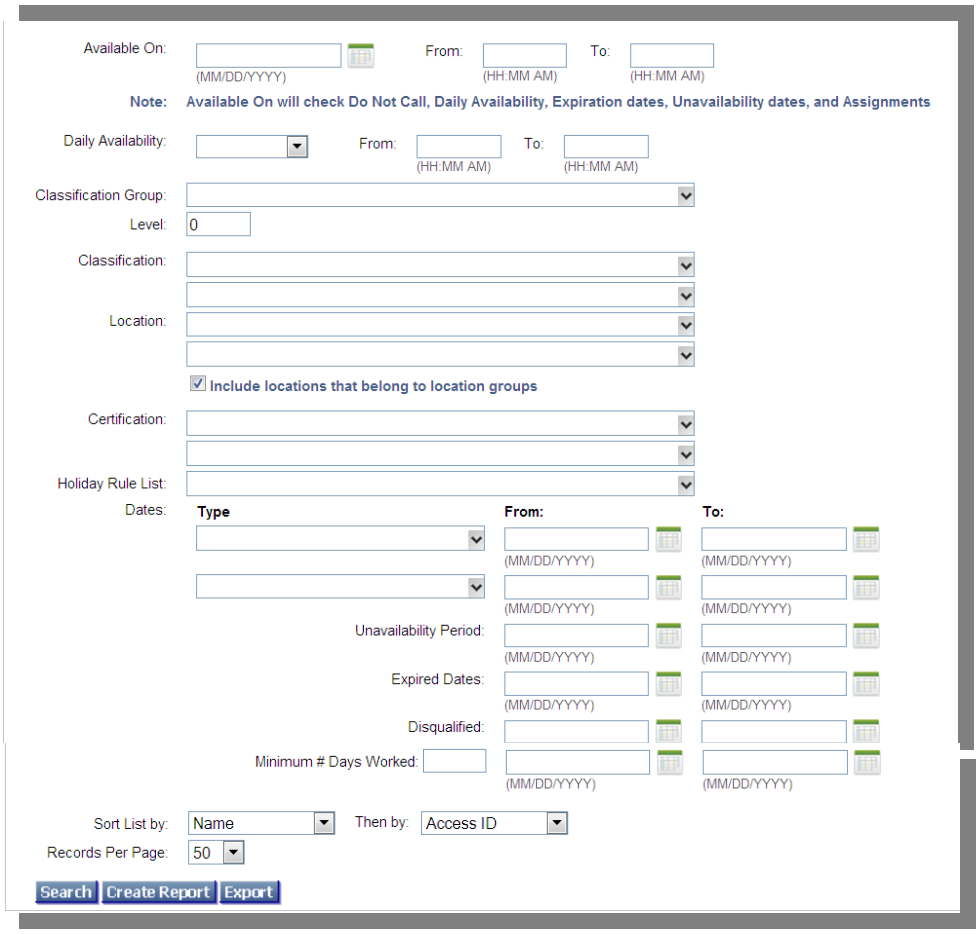
Step 4. Enter a date in the Available on field to reflect the estimated first day of the assignment.

Step 6. Select the Classification from the drop down list.

Step 7. Select the Certification from the drop down list. This includes degree and/or certification information.

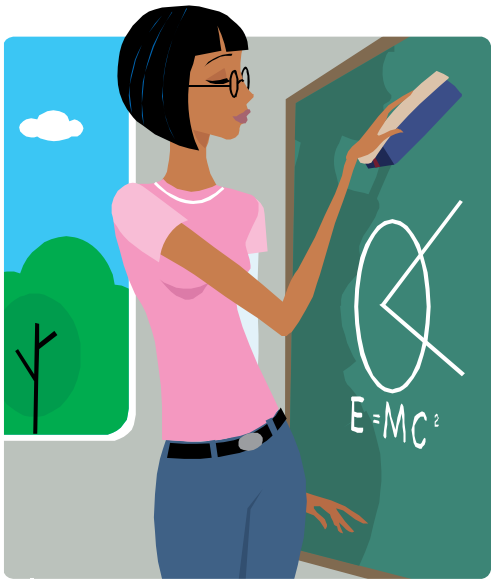
Step 8. Change Sort List by to *Last Work Day*.
This will display the substitute teachers by the last day they have worked.

Step 9. Select *Search*.



Note: A list of substitute teachers and their callback numbers will display. Contact the substitute teachers that have worked recently.

- The selections in this search will allow administrators to identify substitute teachers that are interested in his/her school and meet the criteria that have been indicated.

- If substitute teachers are not identified, change or remove the certification information selected. As degree and certification information are received from substitute teachers, their profiles will be updated in SFE.

- The Office of Temporary Services (OTS) retains a list of substitute teachers that have worked in previous long term assignments. When requested, OTS can provide the names of these substitute teachers.