

# Guidelines for Hiring Long Term Substitutes

Candidates for long term substitute teacher assignments may be identified through SmartFindExpress (SFE)\*, schools, subject area offices, the Office of Temporary Services (OTS), and/or the personnel officers. Regardless of the source of identification, it is essential to consistently follow the approved procedures when hiring long term substitute teachers.

To be eligible for employment as a long term substitute teacher, candidates must:



- Be a minimum of 18 years of age.
- Submit a substitute teacher application.
- Complete successfully the fingerprint and background check through the Office of Investigations and Records Management.
- Provide evidence of eligibility for employment as defined by the Immigration and Naturalization Services.
- Attend a mandatory orientation session for a substitute teacher applicant new to BCPS.
- Provide proof of 48 college credits completed from an accredited college.
- Receive the approval to work from the Office of Temporary Services. The approved substitute teacher will be listed in SmartFindExpress (SFE) in active status.

**Note:** Substitute teachers that have graduated from an accredited four year college will receive a higher rate of pay with proof of graduation.

## THE PROCEDURES FOR HIRING LONG TERM SUBSTITUTES ARE AS FOLLOWS:

**I: Ensure the substitute teacher is listed as *Active* and *Available for Assignments* in SFE.**

**Step 1:** Click on *Profile Inquiry/Reports* and then *General* from the *Administrator* menu.

**Step 2:** Type the substitutes name in the *Last Name* and/or *First Name* fields and select *Search*.

**Step 3:** Select the Substitute's Name.

The screenshot shows the eSchool SOLUTIONS SmartFindExpress web application. At the top, there is a navigation bar with 'Home', 'Administrator', 'Reports', and 'Startup'. Below this is a 'Profile' menu with options: 'Announcements', 'Create Absence', 'Create Vacancy', 'Daily Job Count', 'Job Inquiry/Reports', 'Location Balances', 'Priority Lists', 'Profile Inquiry/Reports', and 'Profile New'. The 'Profile Inquiry/Reports' option is selected, and a sub-menu is open showing 'General', 'Employee', and 'Substitute'. Below the navigation is a 'Search Criteria' form with fields for 'Last Name' (stahl), 'First Name' (shawn), 'Access ID', 'External ID', and 'Call Back #'. There are radio buttons for 'Begins with' and 'Contains' for both last and first names. A 'Records Per Page' dropdown is set to 50. A 'Search' button is at the bottom left of the form.

\* Refer to *How to Complete a Long Term Sub Search* for instructions.

**Step 4:** Scroll down to review the *Substitute* portion of the profile to ensure a check is indicated next to *Active* and *Available for New Jobs*.

<input checked="" type="checkbox"/> Is Substitute	<input checked="" type="checkbox"/> Active
<input checked="" type="checkbox"/> Available for New Jobs	<input type="checkbox"/> Available for Long Term
<input type="checkbox"/> Is Certified	<input type="checkbox"/> Available for General Calling
Callback Number: <input type="text" value="4439692639"/>	

**Note:** If the substitute teacher is not listed in SFE, contact the Office of Temporary Services at (410) 887-8954 before the first day of the assignment. The substitute teacher applicant must provide all pre-employment documentation to OTS before he/she is eligible to work.

## II: Assign the substitute teacher to the job in SFE

Following the steps outlined in the *SFE Administrator's Guide – Using the Create Absence Screen or Create Vacancy*.

## III: Complete the Long Term Substitute Employment Information Form

The *Long Term Substitute Employment Information* form is to be completed at the beginning of the assignment and distribute as follows:

**Page 1** (White) is sent at the beginning of the long term assignment to the Office of Temporary Services. The Office of Temporary Services will indicate the appropriate rate of pay and send the form to the Office of Payroll.

**Page 2** (Green) and **Page 3** (Yellow) are held by the school until the end of the assignment. When the assignment is completed, these forms are sent to the Office of Temporary Services with the termination date and the evaluation section of the form completed.

**Page 4** (Pink) is held by the school principal for the school record.

**Page 5** (Goldenrod) is given to the substitute teacher at the end of the assignment with the evaluation section completed for his/her record.

**Note:** *Long Term Substitute Employment Information* forms are available for order through Distribution by using BEBCO number 12-2788-88.

BALTIMORE COUNTY PUBLIC SCHOOLS OFFICE OF TEMPORARY SERVICES LONG TERM SUBSTITUTE EMPLOYMENT INFORMATION				
<b>INSTRUCTIONS:</b>				
1. Review <i>Guidelines for Hiring Long Term Substitute and FAQs for Long Term Substitute</i> provided by the Office of Temporary Services (OTS). These documents are available at <a href="http://www.bcps.org/office/personnel/temporary_services">www.bcps.org/office/personnel/temporary_services</a> .				
2. Complete the information below.				
3. Send the white copy to OTS at the beginning of the long term assignment.				
4. Return copies 2 and 3 with the end of the assignment. At that time, complete the actual end date and evaluation section; send copies 2 and 3 to OTS. Copies 4 and 5 are to be retained by the principal and the substitute respectively.				
<b>NOTE:</b>				
• Verify the long term substitute candidate is active in SmartFinExpress (SFE) before starting work. Check with OTS at (410) 887-8954 to determine the candidate's eligibility status; if the candidate is not in SFE. All candidates for long term substitute assignments must have all pre-employment documentation on file with OTS and must possess the requisite credentials as defined in the Board policy and procedure.				
• A substitute's assignment will be considered "long term" when the substitute has worked ten (10) consecutive days in the absence of the same teacher. Any break in service within the first ten (10) days of a long term substitute assignment must be reported to OTS.				
• The established rates of pay are available in the <i>Miscellaneous Pay Rates Salary Scale</i> in the Payroll Handbook and at <a href="http://www.bcps.org/office/payroll/scales">www.bcps.org/office/payroll/scales</a> . School staff is not able to negotiate the rate of pay, regardless of the funding source.				
<b>SUBSTITUTE INFORMATION</b>				
First Name	Initial	Last Name	Date	
Street No.		Street Name		SFE Access ID/Employee ID
City	State	Zip Code		
<b>ASSIGNMENT INFORMATION</b>				
Position Title		Subject & Grade Level of Assignment		
School	School Location #	Area		
Name of Absent Employee	Time Basis (FTE)			
Beginning/Effective Date	Projected End Date	Actual End Date		
Name of Principal	Signature of Principal			
Evaluation of substitute's performance in this assignment:				
EXCELLENT [ ]	ABOVE AVERAGE [ ]	AVERAGE [ ]	MARGINAL [ ]	UNSATISFACTORY [ ]
For Office Use Only				
Plus Adj.		Minus Adj.		Daily Rate of Pay
BEBCO 12-2788-88				
Distribution: Office of Temporary Services 1, 2, & 3 (White, Green, Yellow)			School 4 (Pink)	Substitute 5 (Goldenrod)
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