

SAMS Website: <http://rss.eschoolsolutions.com> ( leave off www.)

or

Go to RSSS home page at [www.rss.k12.nc.us](http://www.rss.k12.nc.us)

From the Links across the top click on STAFF LINKS

choose SAMS

Then click on the Smartfind Express Link under the SAMS apple.

# SAMS SmartFind Express System



System Phone Number: 1-704-310-5837 (To register and check job availability)

SAMS SmartFind Express Help Desk Number: 704-630-6085

Or

Trevis Pinkney – [Trevis.Pinkney@rss.k12.nc.us](mailto:Trevis.Pinkney@rss.k12.nc.us)

**\* Substitutes will be required to work a minimum of one day every quarter to maintain "active" status.**

# **\*IMPORTANT\***

## **SAMS SMARTFIND EXPRESS** **TELEPHONE ACCESS INSTRUCTIONS**

**System Phone Number: 704-310-5837 – To register or check job availability after registration**

SAMS Smartfind Express Help Desk Number: 704-630-6085 (Trevis Pinkney)

pinkneyth@rss.k12.nc.us

Web Address: <http://rss.eschoolsolutions.com> (leave off www.)

SmartFind Express Link:

Go to the RSSS Home page ([www.rss.k12.nc.us](http://www.rss.k12.nc.us))

Choose Staff Links – click on SAMS

Check – SmartFind Express Link

Check – Employee Tutorial

Check – Substitute Tutorial

Check – Quick reference Cards



## **REGISTRATION**

Before any features are available, you must register with the system and create a PIN. The Employee ID Number and Pin are used for all interactions with the phone and computer.

1. Enter your Employee ID Number (**last 7 digits of phone number provided**) as your Access ID followed by the star (\*) key.
2. When asked for your PIN, enter your Employee ID Number again (**last 7 digits of your phone number**) followed by the star (\*) key.
3. Record your name followed by the star (\*) key.
4. Hear your callback number. Correct if necessary.
5. You will be asked to select a new PIN. Enter a PIN that is at least six (6) digits in length but no more than nine (9) digits followed by the star (\*) key. Make it simple and easy to remember.

Press 9 to exit and hang up

## PRE-ARRANGED and SPECIFIED

**PRE-ARRANGED** - a teacher has talked with you and you have agreed to take the job. The teacher will enter your information into the system and the system will not call anyone else for that job. Make sure the teacher enters your information into the system. You do not have the job until the teacher does this and a job number has been created.

If you do not receive an email confirmation, check your calendar to make sure the job has been entered and you are assigned the job.

**SPECIFIED** means that you are the teachers' number one preference but there has been no contact between the two of you and you have not accepted the job. You will be the first one called. The system will attempt to contact you 3 times before it offers it to another person.

If "two" substitutes show up for the same job, there is usually a breakdown in communication. The person with the "job number" is the one that gets the job. Therefore, it is important for you to **always** write down the number and take it with you.





## Substitute Pay/Job Requirement

**Substitutes are paid for (1/2 day) 3 hours and 38 minutes or (full day) 7 hours and 15 minutes**

A substitute cannot go over 29.50 hours per week. This is due to the Affordable Care Act. Substitutes may work:

Example: 3 Full days and 2 ½ days  
or (5) ½ days per week  
or 4 Full days per week

If a teacher has created an absence that is less than the required time for a ½ day (3.38 hrs.) or a full day (7.15 hrs.), it is the responsibility of the substitute to be aware that he/she is to work the allotted hours in full.

The example below shows that the teacher incorrectly entered the absence in the SmartFind Substitute System.

**Example: The teacher is out for a full day and creates the job as follows:**

**Start time: 8:00 a.m. End time: 12:00 p.m.**

**(4hrs.)**

**\*\*\*The teacher failed to include planning time at the end of the day\*\*\***

### Substitute Requirement:

**The substitute is required to work the full day (7.15 hrs.) since the job was created for more than a ½ day (3.38 hrs.)**

\* \* \* \*

## Substitute Dual Assignments

Substitute may work dual assignments on the same day, but ONLY if the times do not conflict.

**Example:** You are a substitute bus driver called in to drive a route for a designated day. On the designated day, you may accept work as a substitute teacher if the working times do not overlap. *If jobs are at different locations please take travel time into consideration. You must allow yourself enough travel time to reach the next assignment.*

**Please remember that substitute teachers MUST work full days (7.15 hrs.) or half days (3.38). These times CANNOT be adjusted to fit another job!**

### Specific Examples

Substitute teacher at Landis Elementary 7:15 – 11:00

Substitute driver at East Rowan High 2:30

**(You would be able to take both of these jobs)**



Substitute teacher at Woodleaf Elementary 7:15 – 2:30

Substitute driver at South Rowan High 2:25

(You would NOT be able to take both of these jobs)

## Schools Start and End Times for Substitutes

<b>School</b>	<b>Start</b>	<b>Half Day</b>	<b>End</b>
Bostian	7:30	11:08	2:45
Carson	7:25	11:03	2:40
China Grove Elem	8:00	11:38	3:15
China Grove Middle	8:15	11:53	3:30
Cleveland	7:15	10:53	2:30
Corriher Lipe	8:15	11:53	3:30
Early College	9:15	12:53	4:30
East Rowan	7:25	11:03	2:40
Enochville	7:30	11:08	2:45
Erwin	8:15	11:53	3:30
Faith	8:15	11:53	3:30
Granite Quarry	7:30	11:08	2:45
Hanford Dole	7:30	11:08	2:45
Henderson	8:45	12:23	4:00
Hurley	7:25	11:03	2:40
Isenberg	7:30	11:08	2:45
Knollwood	7:30	11:08	2:45
Knox	8:25	12:03	3:40
Koontz	8:00	11:38	3:15
Landis	7:30	11:08	2:45
Millbridge	8:00	11:38	3:15
Morgan	7:30	11:08	2:45
Mount Ulla	7:45	11:23	3:00
NR Elementary	7:45	11:23	3:00
NR High	7:25	11:03	2:40
NR Middle	8:15	11:53	3:30
Overton	7:00	10:38	2:15
Rockwell	7:20	10:58	2:35
Salisbury	7:25	11:03	2:40
Shive	8:00	11:38	3:15
South Rowan	7:25	11:03	2:40
Southeast	7:15	10:53	2:30
West High	7:20	10:58	2:35
West Middle	8:15	11:53	3:30
Woodleaf	7:30	11:08	2:45

## **EC Terms and Definitions**

**Resource-** resource is referring to a teacher that provides students with pullout services outside the regular education classroom and their typical non-disabled peers.

**Adapted-now CCAC (cross categorical/adapted curriculum) -** These are self-contained classrooms available for students following the extensions of the new common core and essential standards (adapted curriculum). Typically for the 1% of students enrolled in a district with moderate to severe disabilities. These students will earn a certificate upon completion or aging out as 21 of school age services.

**OCS-Occupational Course of Study -**These students are following a modified version of the standard course of study or the new common core and essential standards. In addition to the coursework requirements, these students are required to earn a certain amount of volunteer and work hours prior to graduation. Students involved in the OCS program typically have mild intellectual disabilities.

**AU-Autistic now PACSS (promoting academics through communication and social skills) -** These are self-contained classrooms; however not all students with autism are placed into a self-contained program as it depends on their academic and behavioral needs. Many students with autism are served within the regular education setting. Students receiving services within the PACSS classrooms can be on the future ready pathway (following either the common core and essential standards or a modified version of this) or can be following the extensions of the common core and essential standards (adapted curriculum). Because students with autism have such varying degrees of both academic and behavioral needs, these classrooms vary greatly in classroom curriculums.

**APEX (academic program of excellence)** is a self-contained behaviorally focused classroom. These students are functioning academically at the average to above average range but have social, emotional, and/or behavioral issues that impede their learning.

## Commonly asked Questions & Answers for Substitute Teachers

1. If an employee creates an absence on the web or by the telephone, how soon does the job show up on the web? **Immediately**
2. Can I change my call back number anytime? **Yes. Remember to put a “1” in front since the calls are generated from Florida.** **Ex: Call back # - 1-704-xxx-xxxx**
3. Do I have to keep the same pin number as long as I am a Substitute in the Rowan-Salisbury School System? **No.** You may call the (IVR) phone system or create a new pin number that will be easily remembered. The quick reference phone card and quick reference web card can walk you through the steps of this process.
4. What if I forget my pin number? If you have registered on the web, your pin number can be retrieved by selecting the “forgot my pin” icon, which is located on the sign-in page on the web. On the next screen, enter your email address and the security code given. The system will e-mail you your pin number. If you have not registered on the web, the **ONLY** other way to retrieve your pin is to call the help desk.
5. What if I forget my Access ID number? First thing to do after registering is to write down your pin number and secure in a safe place. If you are a returning sub, your Access ID number is generated from your **CURRENT** 7-digit phone number. Example: 1-704-xxx-xxxx
6. Can I change my Access ID number? **No.** This will be your Access ID number as long as you are a substitute teacher in the Rowan-Salisbury School System.
7. What number do I need to tell the teacher if I am a SPECIFIED sub?  
**The sub needs to give the teacher their Access ID #.**
8. If two substitute teachers show up the same day to work the same job, which sub is allowed to work the job?  
**The substitute with the job number!**
9. What are some advantages to registering on the web?
  - ❖ The substitute teacher can review profile.
  - ❖ The substitute can review classifications and locations that the substitute specified.
  - ❖ The substitute can modify unavailable dates.
  - ❖ The substitute can modify days and times to work.
  - ❖ The substitute can view open jobs on the web as soon as the teacher creates the absence. The jobs shown on the web to the substitute are **ONLY** ones pertaining to the chosen specified area(s) on the profile sheet.
10. If a substitute accepts a job over the phone, can they still get an email confirmation over the web?  
**Yes. As long as your email address on your profile is up to date.**

11. What are the hours for a full day and a half day?

**Full day – 7.15 hours                      Half day is 3.38 hours**

Example of a “Half day” job – The job starts at 7:15 am and ends at 10:53 am.

The job starts at 8:00 am and ends at 11:38 am.

The job starts at 11:38 am and ends at 3:15 pm.

12. Can a substitute teacher leave the school campus during planning time?

**Substitutes are NOT permitted to leave during the teacher’s planning period for full or half day assignments. If you have an emergency and need to leave, you must get permission from the principal. Permission can only be granted from the principal to leave the school campus.**

13. Do I have to arrive at the school’s start time if the teacher has planning first period?

**Yes. You must arrive at the school’s start time. You need to be aware of the start time for each school. Remember you are being paid in whole or half day(s).**

14. Can I leave early if the teacher has planning time?

**No. You must stay to the end of the day. You are being paid for that time.**

15. Do I need to sign in and out at the main office?

**Yes. It is required that you sign in and out at the office. Take your driver’s license with you the first time you are at a school for identification.**

16. Do I need to have my sub card with me?

**Yes. The secretary will need to make a copy of your new sub card. Remember, the principal can send you home upon your arrival if you do not have your card.**

17. Who do I return school room keys to at the end of my job assignment?

**ALWAYS return to the authorized personnel.**

18. Can a substitute order books for the classroom from a book company and turn the receipt in to the office?

**No. Do NOT place orders for the classroom with any book company and expect the school to pay.**

19. If Smartfind calls and I already have a job, should I answer? **Yes. It could be a cancellation call for the job you already have or a job offer for another day.**

20. Why have I not received any calls? Are you pre-arranged? **If not, something is probably wrong with your profile. Call 704-630-6085 and check your status with Trevis Pinkney.**

21. What do I do if the teacher did not leave lesson plans? **Let the principal know.**

22. Do I have to wear my ID badge? **Yes, it is required by the Board of Education.**

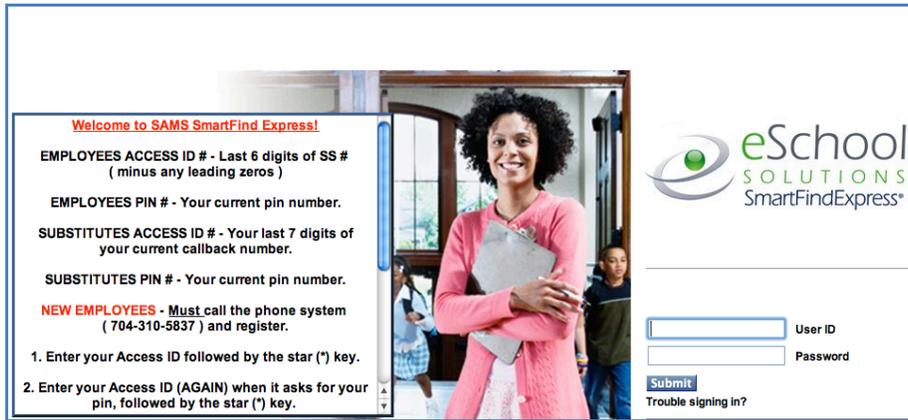
23. What do I do if I forget it or lose it? **If you forget it, you can wear a temporary badge for that day. If you lose it, you will need to get another one made ASAP at the cost of \$3.00.**

## SAMS Smartfind Express allows the substitute to:

- View Profile
- View Schedule
- Classifications
- Locations
- Accept Jobs & View File Attachments
- Review and Search for Jobs
- Cancel Jobs
- Receive Email Confirmation
- Compare pay stub with Calendar

\* \* \* \* \*

Log in with ID – last seven digits of your phone number  
PIN – number you created using phone



\* \* \* \* \*

## Sample of Do Not Use Form

- |   |   |
|---|---|
| ___ Sub had poor classroom management.  | ___ Sub accepted job and did not show.                      |
| ___ Sub did not follow lesson plans.  | ___ Sub used inappropriate language in front of student(s). |
| ___ Sub made inappropriate remarks.   | ___ Sub used physical contact on student(s).                |
| ___ Sub could not control the students.   | ___ Sub continues to be late for job.                       |
| ___ Sub did not get along with the staff.   | ___ Sub refused to cover a class during planning period.    |
| ___ Sub cancelled assignment prior to start time.   | ___ Sub refused to be assigned to another classroom.        |
| ___ Sub failed to work the required hours in full designated by the payroll department.<br>7.5 hrs. – Full day / 3.75 hrs. - Half |   |



Home

Welcome BOB SMITH Today is August 6, 2013 7:33 AM

Substitute Announcements

**WELCOME BACK!**

Please be aware of the school's start and end times. Substitute teacher's are paid in whole (7.50 hrs.) or half (3.75 hrs.) days.

ALL Substitutes must sign in and out at the main office. Remember to take your 2013 -2014 sub card with you to your job location.

PRE-ARRANGED AND SPECIFIED SUBS - You must give the teacher that is creating the absence your Access ID #.

SAMS SmartFind Express phone # 704-310-5837

SAMS Help Desk phone # 704-630-6062 (7:00 am - 4:00 pm)

NOTE: You can also access the RSSS Home page to obtain the SmartFind Express Web link, Quick Reference Cards, and Tutorial  
Thank you for all you do!

**\* Substitutes will be required to work one day every 45-school days (per quarter) to maintain "active" status.**

To review jobs worked and compare to your pay stub:

1. Go to the Rowan Salisbury Schools Website and log into SAMS Smartfind
2. From the tabs across the top choose Review Assignments
3. Choose List or Calendar (choose the one that works best for you)
4. Choose the dates you want to review
5. Click Search

Sample Calendar

< Prev Month		September 2011					Next Month >
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1 254773 07:45 AM	2 254773 07:45 AM	3	
4	5 Avail All Day	6 Avail All Day	7 255031 07:30 AM	8 255031 07:30 AM	9 255031 07:30 AM	10	
11	12 255411 07:30 AM	13 255411 07:30 AM	14 255411 07:30 AM	15 255411 07:30 AM	16 255411 07:30 AM	17	
18	19 Avail All Day	20 Avail All Day	21 Avail All Day	22 Avail All Day	23 Avail All Day	24	
25	26 Avail All Day	27 Avail All Day	28 Avail All Day	29 Avail All Day	30 Avail All Day		

## Sample Email of Job Confirmation

**From:** "[noreply@sfesubsystem.com](mailto:noreply@sfesubsystem.com)" <[noreply@sfesubsystem.com](mailto:noreply@sfesubsystem.com)>  
**Date:** September 9, 2013 at 5:03:56 PM EDT  
**To:** [snowwhite@carolina.rr.com](mailto:snowwhite@carolina.rr.com)  
**Subject:** Assignment Notice

THIS MESSAGE CONFIRMS AN ASSIGNMENT FOR THE FOLLOWING JOB:

Assigned Substitute: WHITE, SNOW

Job Number: 311927

Substituting For: BOYD, TIM G

Location: 2 SOUTHEAST MIDDLE SCHOOL

Location Address: SANDY KIZZIAH, 1570 PEELER ROAD  
SALISBURY, NC 28146

Google

Maps: <http://maps.google.com/?q=2+SOUTHEAST+MIDDLE+SCHOOL,+SANDY+KIZZIAH,+1570+PEELER+ROAD,+SALISBURY,+NC+28146>

Classification: T MATH (REG)

Start Date: 2013-10-07

End Date: 2013-10-07

Schedule:

Monday - 07:05 am to 02:35 pm

Special Instructions: ---

File attachment(s) for this job? There are no attachments for this job.

Voice special instructions for this job? There are no voice special instructions for this job.

Please do not respond to this message. It is an automated e-mail generated by the system.  
Contact your SmartFindExpress system administrator if you have additional questions.



## INCLEMENT WEATHER

1. If school is cancelled for the day the substitutes job is also cancelled.
2. Substitutes are paid in half day increments. If school is delayed or released early, and you are there more than 3.38 hours, you will get paid for a full day. Anything less than 3.38 hours you will get paid one half day.
3. Substitutes follow the weather delay codes for teachers which can be found on the RSS website under staff.
4. When schools are released early, principals will release teachers and substitutes at the appropriate time. Always check with the principal before leaving for the day. Remember to sign out with the secretary.
5. Optional teacher workday- Substitutes **Do Not** report.
6. Listen to your local radio station or television channel for school closings.
7. You may also call the voice mail or use the Internet to find out about school information.

Phone: 704-216-0220 dial a one for English, a two for Spanish

Internet: [Cancellations.com](http://Cancellations.com)