



KINGS CANYON UNIFIED SCHOOL DISTRICT

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From: Adele Nikkel, Director of Fiscal Services
Linda Martinez, Receptionist

Subject: SmartFindExpress – Certificated Substitute Introduction and Access Information

Kings Canyon Unified uses SmartFindExpress, a fully automated computerized sub-calling system. The purpose of the system is to ensure the continuity of classroom instruction by assigning qualified substitute personnel to fill jobs created by absences and vacancies.

SmartFindExpress can be used via a regular home phone, cell phone or internet. You will find instructions for all options on the Substitute Quick Reference Card that is enclosed. When we refer to “log into the system”, this means either by phone or internet, whichever works best for you. Every substitute will have their unique access identification code. Along with their unique identification code, each substitute has been set up with their credential information and site and grade level preferences.

Each substitute will have a SmartFindExpress homepage at kingscanyon.eschoolsolutions.com. Your page will provide specific information about you personally regarding your activity for the school year and specific information regarding your Credential and TB test expiration dates.

There is a Help button in the top right hand corner of your page where you will find information regarding the system which should answer any questions that you may have. If you need help with the system please contact Linda Martinez at 305-7005 or by email at martinez-b@kcsd.com.

What do I need to do first?

- Register - Enclosed you will find your Substitute Quick Reference Card. Follow the easy registration directions. You will be asked to record your name and call back number, and create a 6 to 9-digit PIN number. All substitutes must register by phone to use the system.
- Once you have registered by phone, go to <https://kingscanyon.eschoolsolutions.com> to set up your profile (days you are available to work, add your email address if desired, etc). The system is live and you will not be called to work if you aren't set up. Also please add your email address to your profile so you can receive pertinent information regarding your jobs.
- Log onto your homepage at <https://kingscanyon.eschoolsolutions.com> and look around. There is valuable information in the help menu.

What sites will I be called for?

- On the “Schedule” tab under “Locations”, you can see which schools you will be called to work. This list is based on your school and grade-level preferences.
- The sites where you are approved to work are set up by the District Office. To modify this list due to a personal preference (i.e., only want City schools, no High School, etc.), you must call or email Linda Martinez (305-7005 or martinez-b@kcsd.com).

What features does the system have for callouts?

- A substitute may set up a temporary 'do not call' or unavailable dates in the system. Under the Schedule heading there is a section called "Unavail Dates" – if you go there you can set a time frame you are unavailable and the system will not call you for jobs in that range. You can set an unavailable date but still receive calls for future jobs by checking the box "Call for future assignments" on this screen.

What happens if I am sick or cannot fill the job that I have committed to:

- If you wake up sick in the morning or are having car trouble, please call or log into SmartFindExpress to cancel your job immediately. After 7:00 AM, in addition to cancelling your job in SmartFindExpress, please call 305-7005 to notify Linda Martinez personally.

Can I be on a priority list or specifically requested for a teacher?

- Classroom teachers may not arrange for subs; however, they may request someone through the system. A SmartFindExpress administrator at the site may designate a specific sub for a classroom through the system.

When are call outs to the substitutes?

- Monday thru Friday: Call outs for the current day's jobs begin at 5:00 AM until all jobs are filled. Future jobs begin calling out at 4:30 PM to 9:00 PM.
- Weekend callouts begin at Noon and continue to 9:00 PM
- Future jobs are called out and allowed to be scheduled up to 3 months in advance.

Once again, please register as soon as possible and familiarize yourself with the documents located on the District website.

SOMEONE WILL CALL YOU WITH YOUR ACCESS CODE AND PIN ONCE YOU HAVE COMPLETED ALL THE PROPER PAPERWORK TO BE ON OUR SUBSTITUTE LIST.

Thank you.

System website : <https://kingscanyon.eschoolsolutions.com>
System phone#: **(559) 643-4714**
Help Desk: **(559) 305-7005**