SubFinder® for Substitutes

Gloucester County Public Schools

Need Assistance?

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SubFinder Phone Instructions

You can call SubFinder to review current assignments, review available jobs, cancel a job, and review personal information.

Pressing 9 will take you back to the previous Menu. Pressing * will allow you to move to the next item when listening to a list of items, such as jobs.

1. Call the main SubFinder system and enter your PIN.

Your Main Menu:

- To Review Current Assignments: Press 1
- To Review Available Jobs: Press 2
- To Cancel an Assignment: Press 3
- To Report an Absence: Press 4
- To Review Personal Information: Press 5
- To Pre-Register for the next school year: Press 7
- To Leave the SubFinder System: Press 9

You will only hear the Report an Absence and Pre-Register option if your district chooses to enable this functionality.

Review Current Assignments

1. Press 1 to Review Current Assignments.
2. SubFinder will play the details of your scheduled assignment. You can cancel the assignment if the cancellation deadline has not been met.

Review Available Jobs

2. SubFinder will play the details of available jobs, if any exist, and provide the option to express your interest in the job or decline the job.
3. Once you have been accepted for the job, you will be provided with a job number.
4. Always wait for the job number to play before disconnecting your call or your job placement may not be recorded.
5. If you decline the job SubFinder may ask you to enter a rejection reason.

Report an Absence

2. Enter the job number that was given to you when agreeing to the job.
3. Enter the dates and times the absence begins and ends.
4. SubFinder may ask you to enter a reason for cancelling the job.
5. SubFinder will provide you with the revised job numbers.

Cancel an Assignment

1. Press 3 to Cancel an Assignment.
2. Enter the job number that was given to you when agreeing to the job.
**Review Personal Information**

1. Press 5 to Review Personal Information.

2. SubFinder will play the following options:
   - Review your phone number
   - Review your name recording
   - Review your availability
   - Date range menu (DND/Unavailable)
   - Hear your employee ID

3. When reviewing your availability SubFinder will provide you with an option to enter specific times or enter the minimum or maximum hours that you are available to work each day.

4. SubFinder will provide you with the ability to add a DND or unavailable by entering specific dates and times.

5. SubFinder will play back your current DND/Unavailable with the option to remove them.
   - A DND means that you wish to not be called during the given date range. It does not mean that you are not available to work.

**Pre-Register for next school year**

If your district uses Pre-Registration you will be required to call SubFinder and confirm if you will substitute for the next school year. If you choose No or do not pre-register during the pre-registration date range you will not be able to access SubFinder online or via the phone.

1. Press 7 to Pre-register.

2. SubFinder will present you with the options to pre-register.

**When SubFinder Calls You**

Substitutes are called for job opportunities or to be informed of a job cancellation. When SubFinder calls it will provide you with the options to enter your PIN, press star (*) if you do not wish to receive any more calls during this calling period, or to remove this telephone number from the calling list press (#).

**To Notify You of a Job Opportunity**

1. Enter your PIN.

2. SubFinder will play the job details and ask you to express your interest in or decline the job.

3. If you are accepted for the assignment, SubFinder will provide you with a job number.

   Always wait for the job number to play before disconnecting your call or your job placement may not be recorded.

4. If you decline the job SubFinder may ask you to enter reason for declining the job.

**To Notify You of a Job Cancellation**

1. Enter your PIN.

2. SubFinder will play the information for the job that has been canceled, including the job number.

3. You will be given the option to acknowledge the cancellation or to hear the job again.