

Welcome to the PowerSchool SmartFind Express PowerUp!

 **Personalized Education**
for Every Journey

Improving Fill Rates

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Agenda

- 1 District Callout Practices
- 2 Administrative Tools
- 3 Substitute Tools/Features
- 4 Other Things to Remember
- 5 Q & A

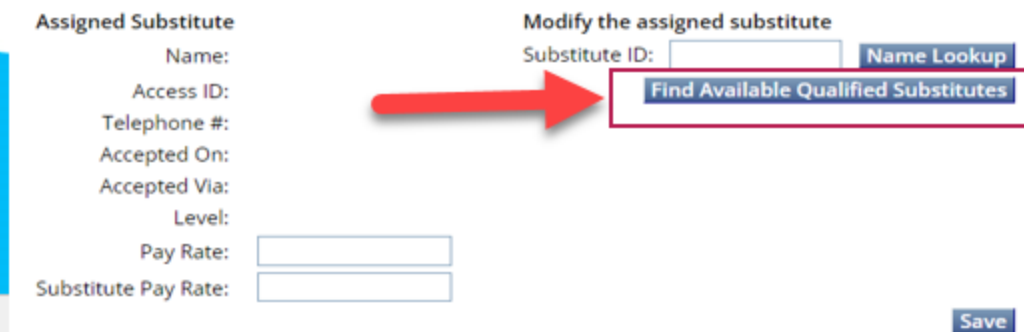
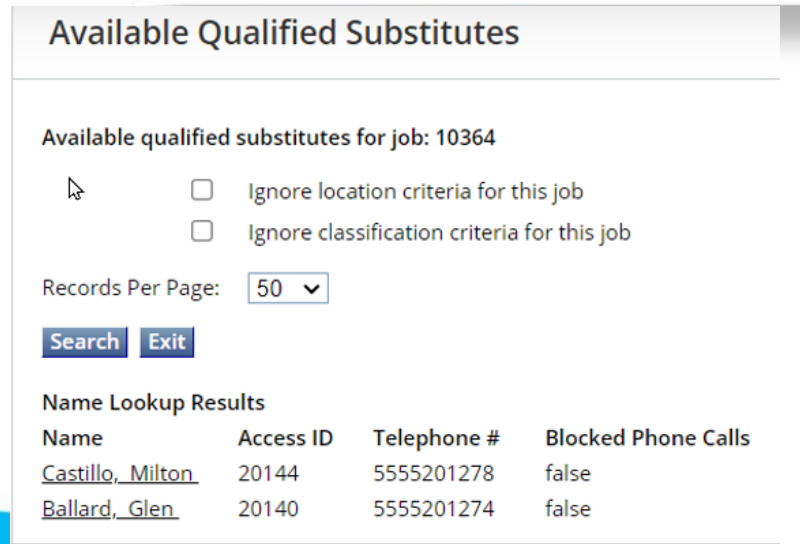
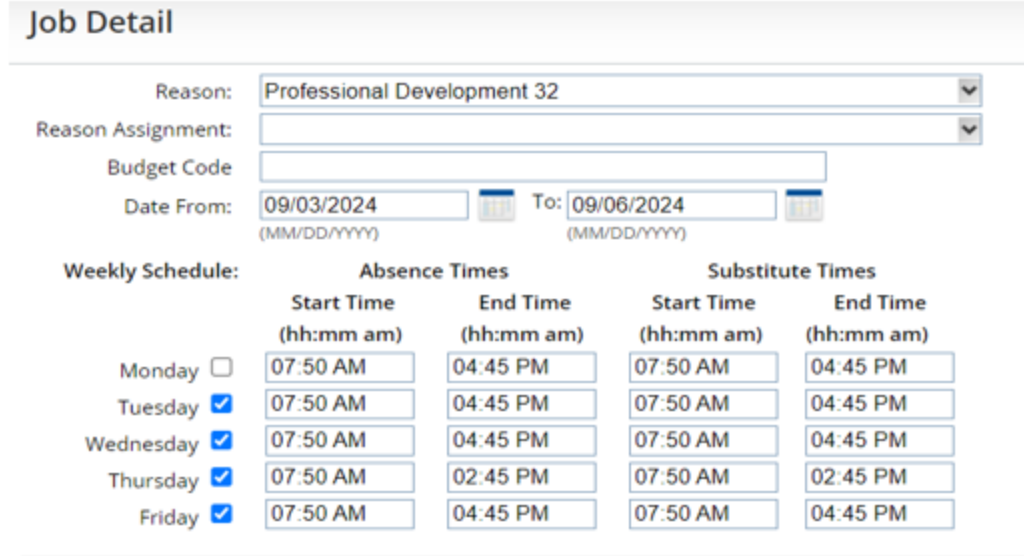
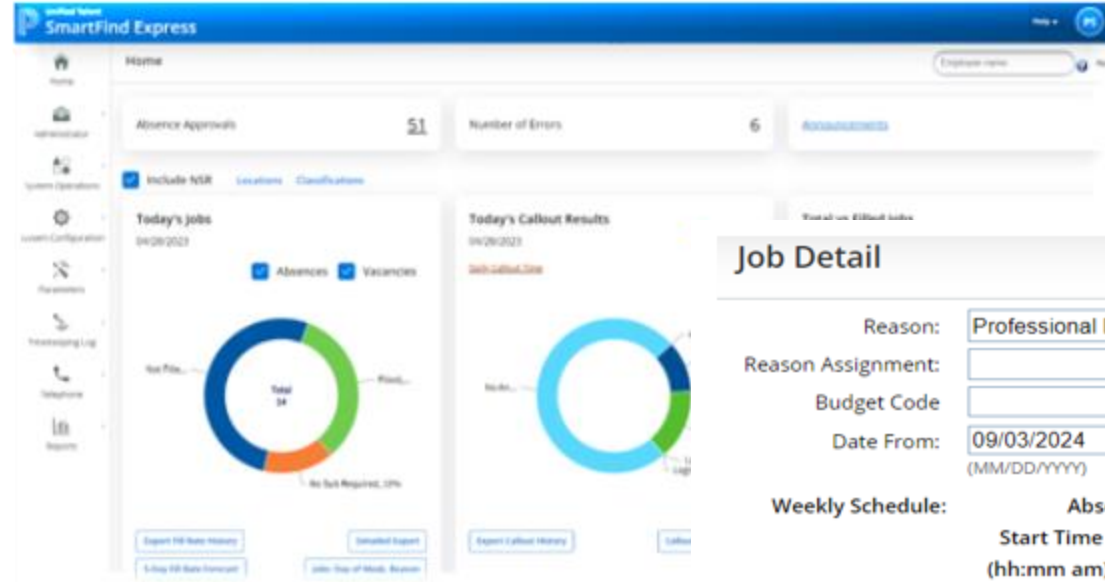
District Callout Practices

- Who enters the absence?
- How far in advance?
- How do you manage cancelations?
- Who are your substitutes?
- How are they contacted?
- How do you handle hard to fill positions?
- How do you handle unfilled positions?



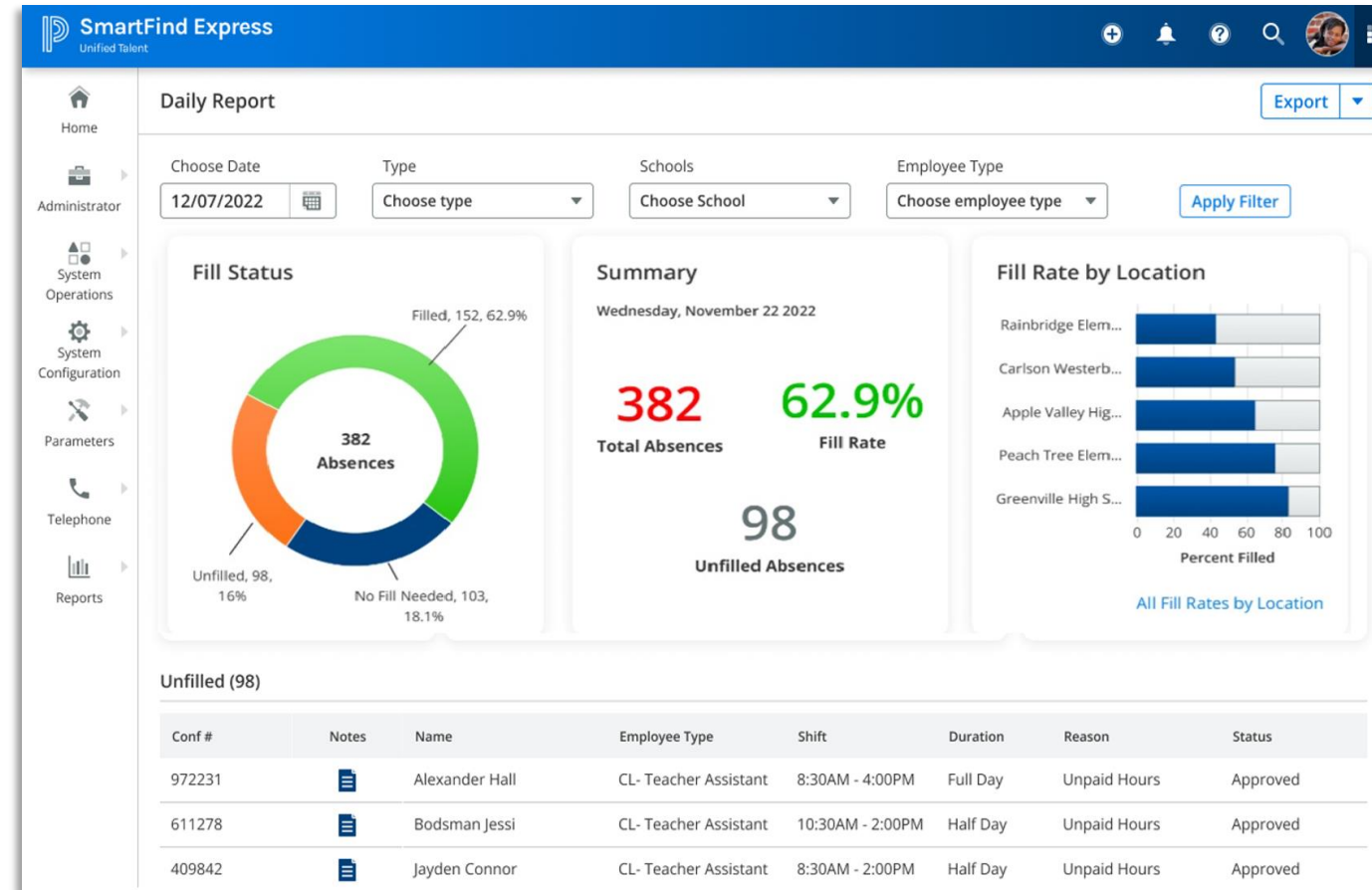
Administrative Tools

- Dashboard
 - Admins can quickly identify actions to take – jobs not filled
 - Drill downs to jobs inquiry page for quick access to details
- Employee search saves time getting to staff profiles
- “Find Available Qualified Substitutes” button



Reporting Features

- Detailed insights into jobs not filled
- Improved reporting
 - Date ranges
 - Filters (locations, employee type)
- Jobs' view for better visibility and quick actions on unfilled job
- Bookmark



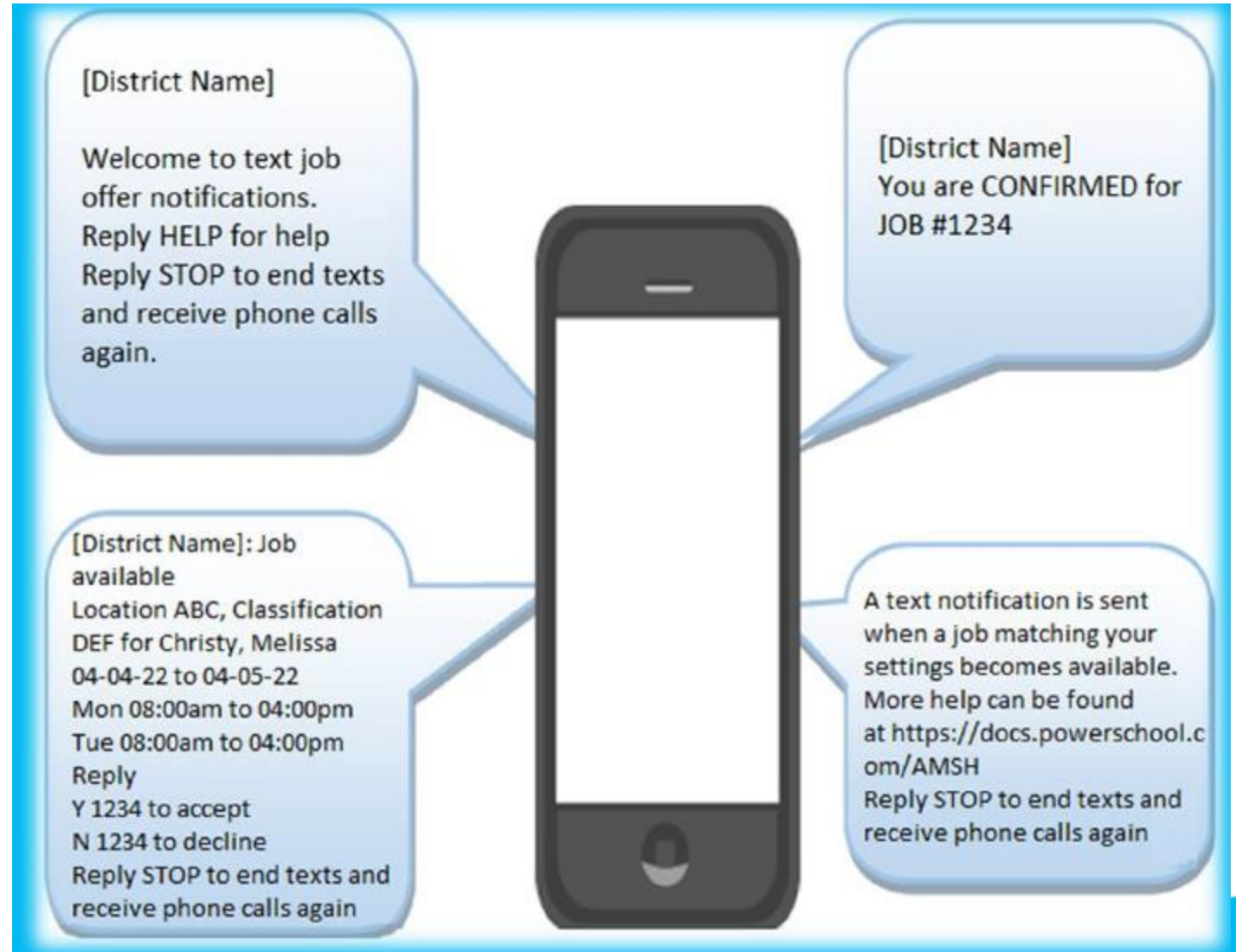
Substitute Tools/Features

- Engage your Substitutes
 - Text Message Job Offers
 - Substitute Messaging on the Job
 - Substitute Performance Ratings and Feedback
 - Building or District Incentives



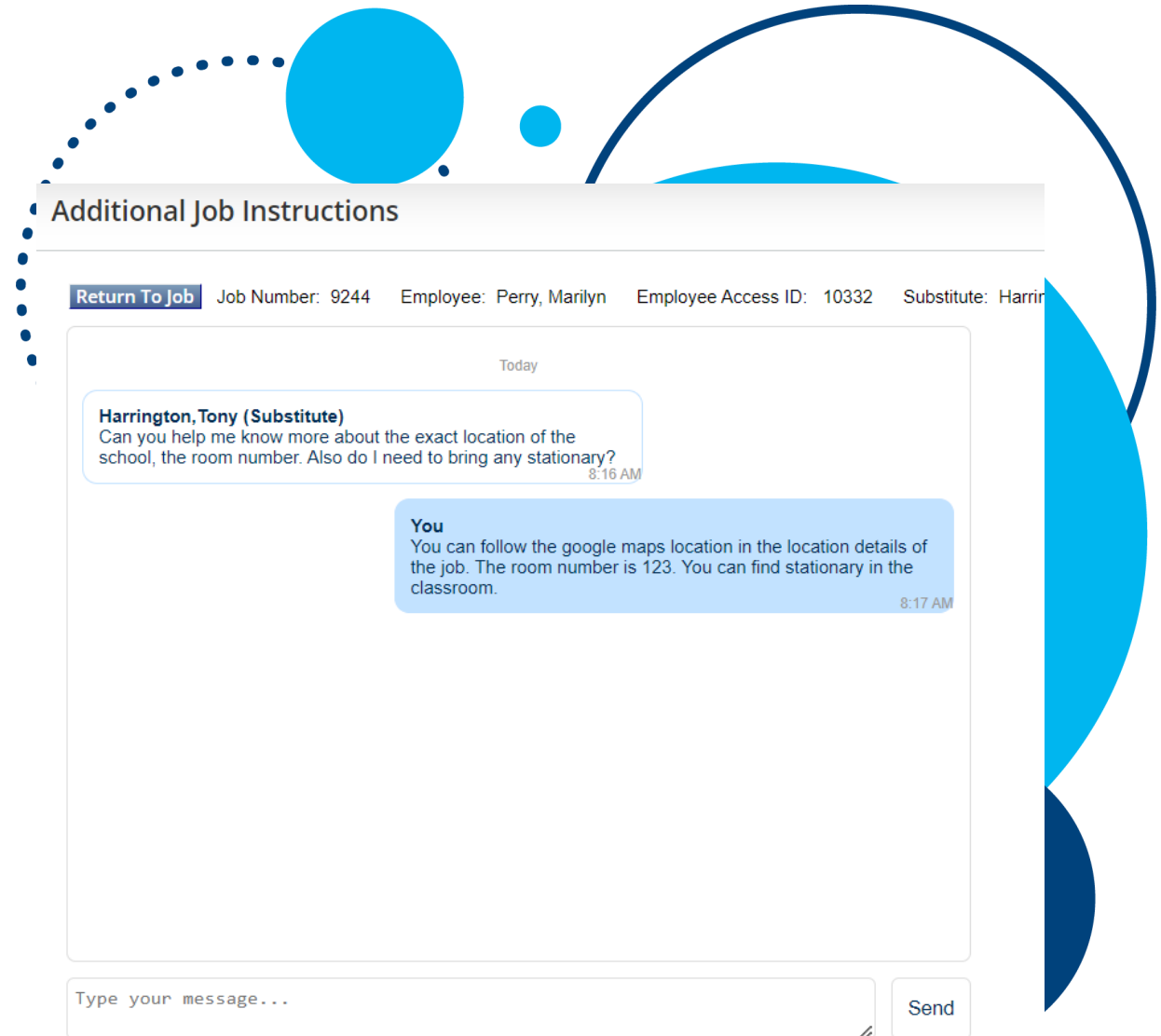
Text Message Job Offers

- 95% of telephone offers are unanswered
- Once enabled, substitute teacher 'opt in' to receive job offers via text
- SFE stores record of all incoming and outgoing communications
- Substitute are contacted in same order a call outs
- Phone callouts continue for substitutes who do not opt in for text message job offers



Substitute Messaging on the Job

- Substitutes can contact location Admin or Employee for additional instructions or to communicate about the job
- District can decide if they want employees to be part of communications
- Substitutes can leave feedback to the district on finished jobs.



Substitute Messaging on the Job- Substitute Leaving Feedback on Finished Jobs

Available Jobs My current / active jobs **My Finished jobs** Canceled Jobs Unavailable Add Unavailability

Job ID	Date	Time	Duration	Employee	Classification(s)	Location(s)
11071	Thursday 02/08/2024	07:50 AM 04:45 PM	Custom Day	Heather Nichols	Teacher, Secondary, History	Redwood High School

Status Finished

Weekly Schedule Thursday

02/08/2024 Custom Day 07:50 AM - 04:45 PM

Address & Phone
 150 Parkshore Dr
Folsom CA 95630
 (555) 298-5161

Instructions
 Messaging

Messaging for Job 9244

Feb 16, 2024

Can you help me know more about the exact location of the school, the room number. Also do I need to bring any stationary?
08:16 AM

You

You can follow the google maps location in the location details of the job. The room number is 123. You can find stationary in the classroom.
08:18 AM

Support Account,PowerSchool Internal (Administrator)

Thanks for the opportunity. I would like to work more with your school district.
08:50 AM

You

Other Things to Remember...

- Priority Lists/Do Not Call Lists
- Callout Configuration
- Categories and Locations



Priority Lists

- Various types
 - Preferred
 - Active Do Not Use
 - Inactive Do Not Use
- Tiered system to place subs in priority calling levels
- Allows for most reliable substitutes to be called first
- Multiple priority list supported in the platform
- Employees can indicate up to five preferred subs

Unified Talent
SmartFind Express

Priority Lists

Search Criteria

List Type: Preferred

Classification: Auto Assignment

Location:

Employee:

Substitute:

Entry Date: From To (MM/DD/YYYY)

Sort List by: Substitute Name Then by

Records Per Page: 50

Search Create Report New Export to Excel Detailed Export

Priority List

One item found.
1

Delete	Make Inactive	Print Letter	Substitute	Access ID	Entry Date	List of	Reason (Do Not Use)	Classification	Location/Employee	Name	Sub List	Level	Order#
<input type="checkbox"/>			ZZ Test Substitute Sub	77777777	02/26/2007	Preferred		ZZ Test Classification	Employee	ZZ Test Employee,	1	1	4000

One item found.
1

Delete Make Inactive Print

Callout Configuration

- Verify Parameters and Configuration to match callout processes
- Verify classifications and locations for employees and substitutes
- Review callout rules for various classifications/profiles
- Set up Text Message Job Offers and share details with Substitute teachers
- **Consult support before making changes to parameters to check for possible consequences to platform**

The screenshot displays the 'Unified Talent SmartFind Express' interface. The top section is titled 'Parameters: Jobs' and contains several configuration options, including checkboxes for 'Enable user based absence approval routing' and 'Enable absence creation limiting feature for location/classification/reason'. It also includes input fields for '# of days before starting that jobs can be reported: 250' and '# of 00:00 (HH:MM) hours before job start time allowed (00:01 - 99:59 where 00:00 is equal to OFF)'. Below this, there are fields for 'Minimum number of hours in a day that jobs can be reported:' and 'Maximum number of hours in a day that jobs can be reported:'. The bottom section is titled 'Search Rule Members' and shows a table of search rules with columns for 'Delete?', 'Order', 'List of', 'Uses Hol Rule', 'Uses Class', 'Type', 'Location Group', 'Restart #', '# Days', 'Daily availability of sub', and 'Use Profile Class'.

Delete?	Order	List of	Uses Hol Rule	Uses Class	Type	Location Group	Restart #	# Days	Daily availability of sub	Use Profile Class
<input type="checkbox"/>	1	Auto Assignment		Yes	Employee				Yes	No
<input type="checkbox"/>	2	Auto Assignment		Yes	Location				Yes	No
<input type="checkbox"/>	3	Auto Assignment		Yes	Location	All Locations			Yes	No
<input type="checkbox"/>	4	Auto Assignment		No	Employee				Yes	No
<input type="checkbox"/>	5	Auto Assignment		No	Location				Yes	No
<input type="checkbox"/>	6	Auto Assignment		No	Location	All Locations			Yes	No
<input type="checkbox"/>	7	Specified Substitute	No						Yes	No
<input type="checkbox"/>	8	Preferred	No	Yes	Employee				Yes	No
<input type="checkbox"/>	9	Preferred	No	Yes	Location				Yes	No
<input type="checkbox"/>	10	Preferred	No	Yes	Location	All Locations			Yes	No
<input type="checkbox"/>	11	Preferred	No	No	Employee				Yes	No
<input type="checkbox"/>	12	Preferred	No	No	Location				Yes	No
<input type="checkbox"/>	13	Preferred	No	No	Location	All Locations			Yes	No
<input type="checkbox"/>	14	Classification List	No		Location				Yes	No
<input type="checkbox"/>	15	Restart Search					1		Yes	No
<input type="checkbox"/>	16	General Location List	No						Yes	No
<input type="checkbox"/>	17	Restart Search					1		Yes	No
<input type="checkbox"/>	18	Completed (Jobs are still available on web until 0% after the job has started)							Yes	No

Upcoming Talent PowerUp Meetings

- **Applicant Tracking:** Reflecting on the Hiring Season & Identifying Trends
 - Wednesday, October 16, 2024 at 9 AM Pacific
- **Employee Records:** Optimizing HR Efficiency Through Strategic Use of Contracts and Letters
 - Wednesday, October 9, 2024 at 9 AM Pacific
- **Perform:** (Product) New Task Dashboards & Best Practices with Grouping Tasks
 - Tuesday, November 5, 2024 at 9 AM Pacific
- **Professional Learning:** Small Learning, Big Results, Using Micro PD to Maximize Learning
 - Wednesday, November 6, 2024 at 9 AM Pacific
- **SmartFind Express:** Preparing for Snow Days & Other School Closures
 - Tuesday, November 12, 2024 at 9 AM Pacific



Updates & Helpful Information

Highlights from upcoming release scheduled for September 14, 2024:

- A parameter has been added to print the total substitute hours (for single or multiple day jobs) on the Job Inquiry page. This is not enabled by default
- Improvement to add job details to the Substitute Aggregate Ratings report
- Ability to allow more than one file attachment for employees while creating absences

For more information, check out the September Release Notes

Introducing: PowerBytes!

- Short "how to" videos to provide targeted assistance
- Can be found under the "Videos" area of each Product's Knowledge Base
- Subscribe to be notified when new PowerBytes post
- SmartFind Express Videos

