

Welcome to the PowerSchool SmartFind Express PowerUp!

Personalized Education for Every Journey

Reviewing Substitute Effectiveness

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March 11, 2025



Agenda

- 1 Welcome
- 2 Reasons to Review
- 3 Reports & Tools
- 4 Q&A

Reasons to Review

More Accurate Sub
Searching

Identify Substitute Gaps

Grow Your Own



More Accurate Sub Searching

Areas to consider:

- Active & Registered
- Call Back Number
- Text Message Job Offers
- Location Preference
- Classifications
- Schedule
- Unavailable Dates
- Certifications

Reports & Areas to look at:


- Job Inquiry/Reports
- Employee Profile Inquiry
- Substitute Statistics
- Substitute Detail
- Active Substitutes:
Schedule/Unavailability


Updating Substitute Settings

- Schedule
 - Might need to update
- Notifications
 - Preferences & Text Message Job Offers
- Locations & Classifications
 - Substitute Parameter to allow review/modify as district allows
- Personal

Add Unavailability Date

Select Date

Start Date Required MM/DD/YYYY 

End Date Required MM/DD/YYYY 

Time/Duration

All Day (00:00am to 11.59pm)

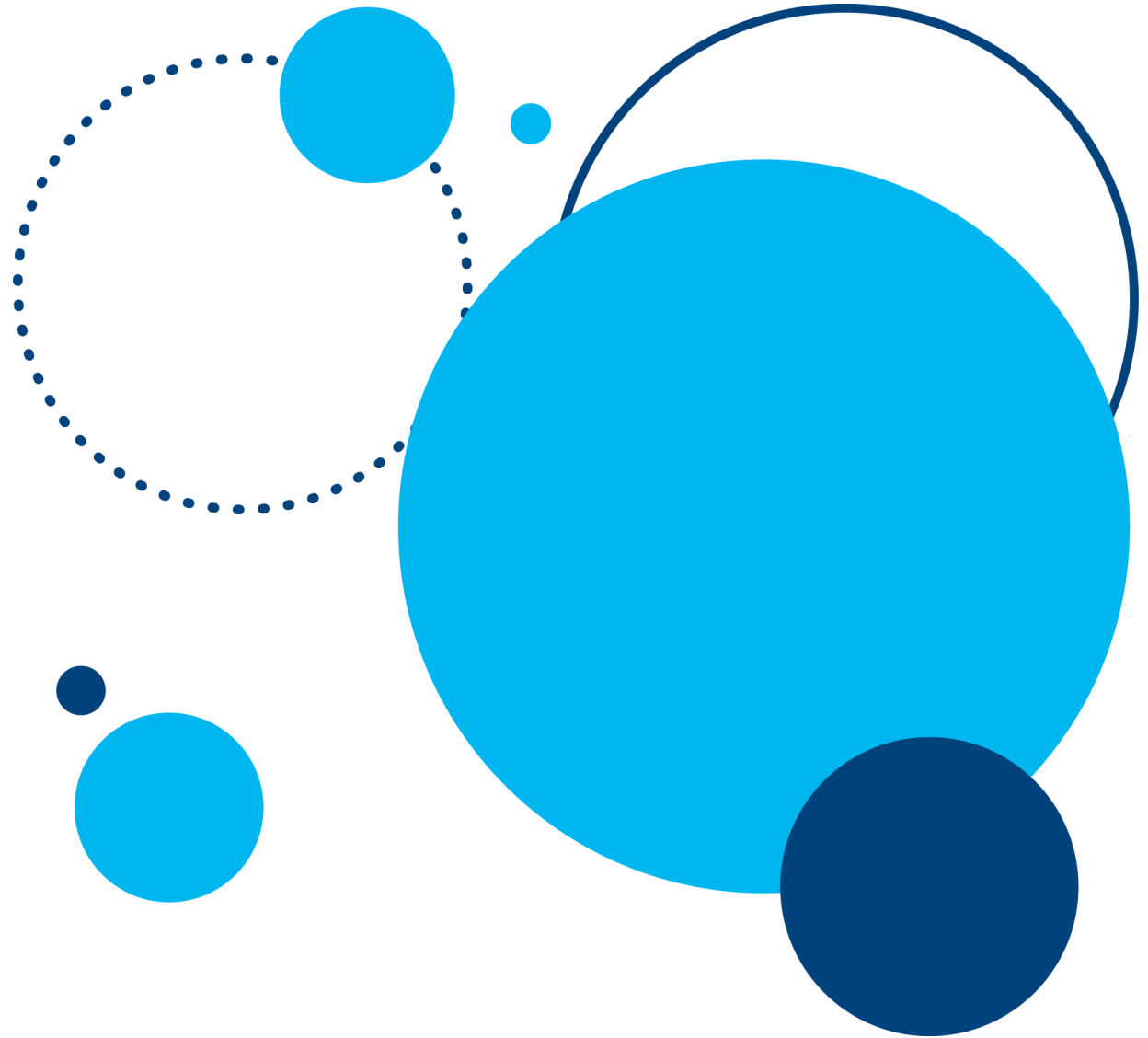
Custom Time

Future Calls

Continue receiving future calls during periods of unavailability

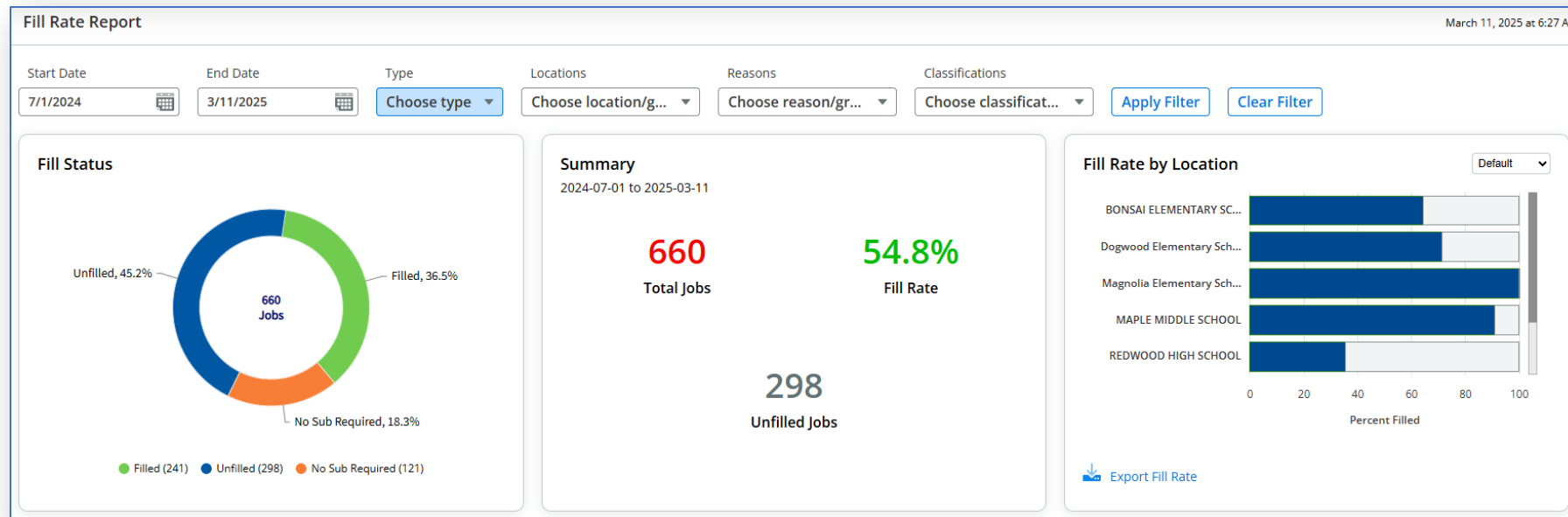
Substitute Resources

- [SmartFind Express PowerBytes- Registering Profile the First Time](#)
- [SmartFind Express PowerBytes- Enabling Text Message Job Offers](#)
- [Substitutes - Get Started](#)
- [New Substitute Experience User Guide](#)



Identify Substitute Gaps

- Fill Rate Report
- Search by Location or Classification
- Starting place, more investigation



Grow Your Own

- Goals – Positively Impact Classrooms
 - Good Substitutes
 - Long Term Substitutes
 - Teachers
- Tools
 - Feedback
 - Recognition
 - Training
 - Coaching & Correction where needed



Grow Your Own Cont.

- Last Day Worked
- Number of Days Worked
- Statistics
- Feedback
- Many of these are a starting point, good practice to communicate with building leaders for a more wholistic view

Upcoming SmartFind Express Webinars

3/13 - **Webinar:** What's New and What's Next

3/26 - **Office Hours:** Parameters

4/8 - **PowerUp:** Product News - What's New and What's Next for the Coming School Year

Additional Upcoming Talent PowerUps

- 3/18 - **Employee Records:** A Deeper Dive into Checklists
- 3/19 - **Applicant Tracking:** Streamlining Recruitment: Updating Application Types & Forms for Hiring Success
- 4/1 - **Perform:** Auditing Your Solution to Maximize Use Part 2
- 4/2 - **Professional Learning:** Growth Opportunities for Support Staff

Resources

- [SmartFind Express PowerUp: Tips for Finding Coverage for Unfilled Jobs](#)
- [How to Create a Report to see a Substitute's Job Cancellations](#)
- [Office Hours: Reports - PowerSchool Community](#)
- [SmartFind Express | Substitute Text Message Job Offers - PowerSchool Community](#)
- [SmartFind Express PowerUp: Substitute Feedback & Communication Tools - PowerSchool Community](#)