

Available Jobs (Job Shopping)

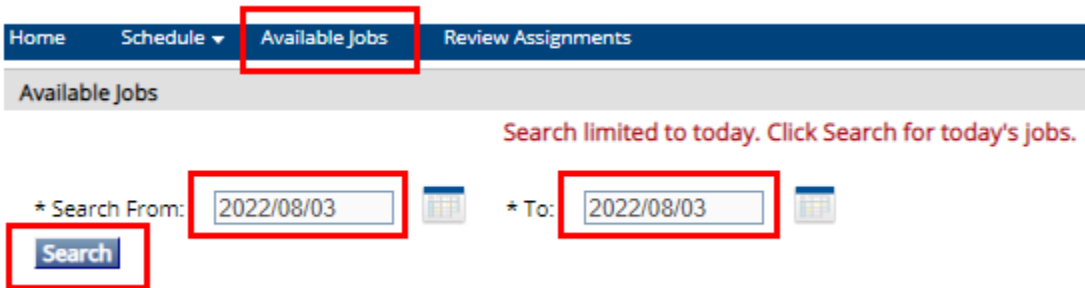
This feature allows substitutes to view assignments that they are currently in rotation for, that have not been filled through the rotational call out. Substitutes will only see jobs within their area of qualification. For instance, an ECE substitute will only see ECE jobs that have not been filled and an elementary OT will only see elementary teaching jobs not yet filled.

The Available Jobs feature will be turned on from 6:30 PM to midnight, showing all future assignments. It will be turned on again at 6:00 AM showing only today's available jobs.

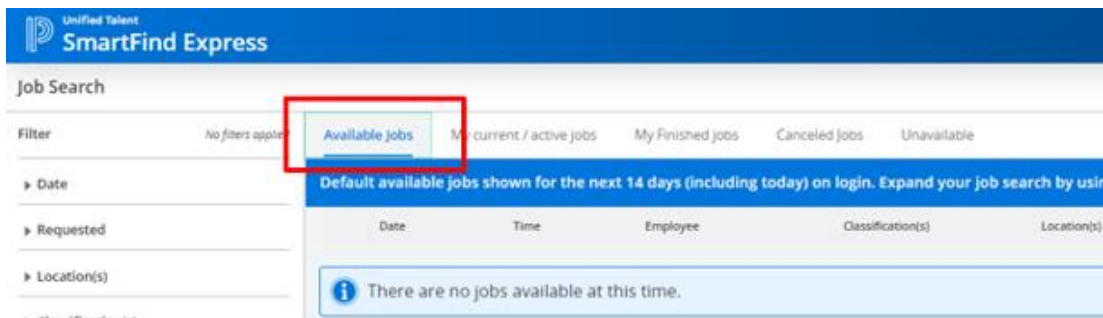
REMEMBER: Do Not Accept an assignment that you cannot get to on time!

How to use the Available Jobs feature:

1. Log in to SFE by going to <https://ddsb.eschoolsolutions.com/logOnInitAction.do>.
2. Click on the Available Jobs menu tab
3. The Search FROM and TO date fields display during the evening search only (6:30 PM to midnight). At 6:00 AM they cannot be modified, as the system will only search for today's jobs at that time.
4. Click on Search, to view today's unfilled jobs. If all jobs are filled, nothing will appear.



New Version:



5. If a job action states, "IN CALLOUT", you will not be able to accept this job because it is being offered to another substitute over the telephone.
Select Search again to refresh the job information. This takes 15 seconds. Or refresh the page.
6. If a job action states, "DETAILS", you are able to open this job. Click on DETAILS to view all the job information.
7. If you decide, once you open up the details of the job, that you do not wish to accept it, please DO NOT select Decline Job. Instead, click on the Return To List button and select Search to refresh the jobs.
8. To accept a job, click on ACCEPT JOB and the system will give you an assignment confirmation number. This is your proof that you have been successful in accepting this job. You will also receive an email assignment confirmation notification.

If an assignment does not appear on the Substitute's screen the reasons may be:

- ***Substitute does not have required qualifications***
- ***Substitute does not have required locations***
- ***Substitute has unavailability times that conflict with the assignment***