

Substitute Information

SmartFind

Substitute calling system:

- The Campbell County School District has implemented an automated placement system that streamlines the notification and scheduling process for substitutes.
- SmartFind utilizes both the telephone and the internet to assist substitutes in locating jobs.
- The user guide can be located and accessed by clicking on the link below.
- **[Quick Start Guide for Substitutes \(SmartFind\)](#)**

EMAIL COMMUNICATION

- Campbell County School District uses the First Class Email system as our main use of email communication. All notices, communications, evaluations, and issues will be relayed to you through this account. You are responsible for periodically checking your First Class email.
- **First Class-Check your email.**

<http://webmail.ccsd.k12.wy.us:8080/>

Certificate Renewal

To renew a substitute teacher certification in the state of Wyoming, an applicant must supply **proof of renewal credits**. Wyoming requires a minimum of 5 renewal credits earned from a regionally accredited university or from a Professional Teaching Standards Board-approved workshop. A link to Wyoming Professional Teaching Standards Board is listed below.

- **Wyoming Professional Teaching Standards Board**

<http://ptsb.state.wy.us/>

Substitute Handbook

Listed below is our link to the Substitute Handbook. You will be required to electronically sign off that you have received a copy of this handbook through Talent Ed. This handbook outlines expectations, pay, school locations, and tips and tricks. This handbook is intended to help you be successful

Sub Handbook