

Charlotte County Public Schools  
Substitute Quick Reference Card

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System Phone Number (941) 8456560





## Select Save button

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### AVAILABLE JOBS

Choose the [link to view and accept assignments](#)

To view and accept jobs

You must be available to work all days and times of the job

You have specified that you will work at the location

Follow these steps:

Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data

Press the [Search](#) button to display the list of jobs

Press the [Details](#) link to view the job details. Review the specifics and choose one of the following

Select the [Accept Job](#) button. A job number will be assigned to you if the job has been successfully assigned to you. Please record this Job Number.