

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 \(SmartFind\)](#)

E-mail Communication

- Campbell County School District uses the FirstClass email system as our main source of email communication. All notices, communications, evaluations, and issues will be relayed to your through this account. You are responsible for periodically checking your FirstClass email.
- To check your email, follow the link:
[FirstClass Email](#)

Certificate Renewal

To renew a substitute teaching certification in the state of Wyoming, an applicant **MUST** supply **proof of renewal credits**. Wyoming requires a minimum of 2 renewal credits earned from a regionally accredited university or a Professional Teaching Standards board-approved workshop. A link to Wyoming Professional Teaching Standards Board is listed below.

[Wyoming PTSB](#)