SOFTWARE & TECH

Tst Boces Subfinder

PUBLISHED
November 25, 2026

REFERENCE
#1795581190213859

Introduction: Empowering Education Through Efficient Substitute Management

What is Tst Boces and Why Do They Use Subfinder?

Understanding the Core Functionality of the Tst Boces Subfinder

How the Automated Assignment Process Works

Notification and Job Acceptance

The Real-Time Dashboard

Key Features of the Tst Boces Subfinder Platform

- User-Friendly Interface: The platform is designed with a clean, intuitive layout. Substitutes can easily view available jobs, update their availability, and manage their schedules. Administrators can generate reports and manage absences with just a few clicks.
- Customizable Preferences: Substitutes have a high degree of control over their job preferences. They can specify which schools they want to work at, which grade levels they prefer, what subjects they are comfortable teaching, and their maximum travel distance.
- Comprehensive Reporting: The system generates detailed reports on substitute usage, including fill rates, costs, and individual performance. This data helps districts identify trends and improve their substitute recruitment strategies.
- Secure and Compliant: The Tst Boces Subfinder is designed with security in mind. It handles sensitive personal information in compliance with data protection regulations, ensuring that personal identification and payroll information are kept safe.
- Seamless Payroll Integration: Once a substitute completes an assignment, the hours are automatically logged. This data is then seamlessly integrated into the BOCES payroll system, reducing paperwork and ensuring substitutes are paid accurately and on time.

Benefits for Substitute Teachers Using the Tst Boces Subfinder

Greater Flexibility and Control

Increased Earning Potential

Simplified Administrative Tasks

Benefits for Schools and Administrators

Improved Fill Rates and Classroom Coverage

Reduced Administrative Burden

Data-Driven Decision Making

Enhanced Communication

How to Get Started with the Tst Boces Subfinder

Registration and Application

Orientation and Training

Setting Up Your Subfinder Profile

- Availability: Which days of the week and time frames can you work?
- Preferences: Which schools and grade levels do you prefer?
- Availability Calendar: Block out dates you are unavailable for vacation or other commitments.
- Skills and Certifications: List any special skills such as special education experience, bilingual abilities, or specific subject matter expertise.

Tips for Maximizing Your Experience with the Tst Boces Subfinder

1. Keep Your Profile Current: Ensure your contact information, especially your phone number for text alerts, is always up to date. Update your availability calendar regularly to avoid being offered jobs you cannot take.
2. Be Responsive: Jobs fill up fast. When you receive a notification, decide quickly. If you hesitate too long, another substitute will likely take the position.
3. Build a Reputation: Teachers and administrators often have the ability to provide feedback on substitutes within the system. If you do a great job, you are more likely to be favored for future assignments.
4. Customize Your Notifications: The system allows you to choose how you receive notifications (text, email, or app push). Customize this to your preference so you never miss an opportunity.
5. Explore the Mobile App: The Tst Boces Subfinder app allows you to manage your jobs on the go. You can accept assignments, view your schedule, and even navigate to the school directly from the app.

Common Issues and Troubleshooting

Not Receiving Notifications

Difficulty Logging In

Job Appears, Then Disappears

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