

WEBTRACS - UPDATE INFORMATION

THE RETURN OF SHOP FOR JOBS

Web Address: <https://tracs.dpcdsb.org>



IMPORTANT
ACCESS ID = enter your Employee ID
i.e. 12345
PIN = enter your six digit PIN

Searching for Available Jobs – Teaching Position (Shop For Jobs), (Only Certified Occasional Teachers holding a valid certificate from the Ontario College of Teachers can accept jobs for certified coverage).

Uncertified Instructors using this option need to ensure that they only accept jobs for ERW/CYW coverage.

Please Note: The Board has broaden the use of the ‘Shop for Jobs’ feature to allow Uncertified Instructors to shop for ERW or CYW replacement jobs only. Uncertified Instructors will continue to be restricted to shopping for only ERW or CYW positions and are still NOT authorized to shop for teaching positions.

Unauthorized use of the ‘Shop for Jobs’ feature will result in an immediate termination of employment.

Profile > Available Jobs

Use this function to search, review and accept open jobs. The list of available jobs can change at any time as other Certified Occasional Teachers are accepting assignments and jobs are being created.

- **You can accept open jobs if any of the conditions exists:**
 - 1. You are available to work all days & times of the job**
 - 2. You are specified for the job**
 - 3. You have the location and classification in your profile**

AVAILABLE JOBS:

This screen allows you to display the list of available jobs in the database, review job details, and accept jobs. Click on 'Search' to display the list of jobs, or enter a date range and then click 'Search' to display search results based on the date range.

The job displays general information on the job, such as start date, end date and time, location, classification, and employee name. It also indicates if special instructions are available and if you are the requested Occasional Teacher. If instructions are available, either verbal or written, you will be able to access them from the detail screen.

ACCEPTING OR DECLINING A JOB:

Clicking on the *Details* link for the job will display the Available Jobs Detail screen. This screen provides additional details about the job. You can accept or decline the job from this screen.

ACCEPTING A JOB:

To accept a job, click the *Accept Job* button. The Available Jobs Confirmation screen is displayed. The system makes a final check to verify that the job was not assigned while you were online. If it determines that a substitute is in the process of accepting the job on the phone, the job will not be assigned to you. A system message will display the reason that the job cannot be assigned. If the job assignment is successful, a job number is displayed. The job number is the official notification that the job was successfully assigned.

<u>Week Day</u>	<u>Today's Jobs</u>	<u>Future Jobs</u>
Weekdays	Elementary Starts at 6:00 a.m. Secondary Starts at 5:30 a.m.	8:30 p.m. to 10:30 p.m.
Friday	Elementary Starts at 6:00 a.m. Secondary Starts at 5:30 a.m.	None
Saturday	None	None
Sunday	None	8:30 p.m. to 10:30 p.m.
Holidays	None	8:30 p.m. to 10:30 p.m.

WebTRACS Telephone Number: 905-366-5640

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