Classified substitutes support our school and department offices and classrooms. These positions fall into several categories:

- Teacher assistant: Special Education positions
- Teacher assistant
- Clerical: Library assistant, secretary (typing/clerical), administrative assistant
- Security: Safety security at a school
- Pre-approved substitute support

Classified Substitute Rates of Pay

- Teacher Assistants: $14.00 per hour
- Substitute Clerical: $14.00 per hour
- Security: $18.24/hour
- Prior approval is needed for the following positions:
    - Expert Clerical Support: $25.00 per hour
    - Advanced Clerical Support: $20.00 per hour
    - Classified Reading Extra Help: $19.50 per hour

Classified Substitute Requirements and Hire Process

- A high school diploma or equivalent.
- Complete and submit the online application for classified positions.
- Complete and submit the classified substitute application packet, available at the Human Resources front counter:
    - Classified substitute data form
    - Federal Withholding Tax form W-4
    - Employment Eligibility Verification form I-9
    - Direct deposit authorization
    - Military base access form, if jobs in sites on JBER are desired
- Obtain and submit an Interested Person's Report no more than 30 days old. The Interested Person's Report has a $20 fee and can be obtained from the State of Alaska Department of Public Safety, 5700 Tudor Road. It is open Monday through Friday from 8:15 a.m. to 4 p.m.

Visual Supports

Students in the Life Skills program may have a variety of visual supports/materials in place to support learning and communication, such as individualized work systems/schedules, labeled classroom and school locations/objects, visual cue cards, first/then, "to do" list, or routines/sequences.

Community Based Instruction

An element of effective programming for students in the Life Skills classroom often includes Community Based Instruction (CBI), which are hands-on, functional, and meaningful activities within community environments that encourage the development of necessary life skills.

Communication Systems

Students in the Life Skills program may use individualized communication systems throughout the day, allowing them to effectively express and understand communication. This might include systems such as a Picture Exchange Communication System (PECS) or a Speech-Generating Device.

Medical Supports

Students in the Life Skills program may have a medical need/diagnosis and Individual Health Care Plan. The plan outlines medical orders for all procedures (G-Tubes, Suctioning, diets, etc.).

Typical Duties of a Substitute Special Education TA

- Provide services or support for students individually or in small groups (e.g., planning and implementing accommodations and modifications or behavioral interventions) as directed by special education teachers.
- Assist students to and from the bus.
- Prepare instructional materials including assistive technology devices for student use.
- Collect data and information on a student's functioning for IEP goals and objectives.
- Attend to and provide for student's daily hygiene, personal, and health-related care including dressing, feeding, and/or toileting/diapering.
- Assist in positioning/range of motion tasks for students such as lifting, repositioning, physically assisting, and transferring between apparatus.
- Assume safety responsibilities for students if providing community-based instruction.
- Provide support in special education or regular education classroom environments. You

- Employment Eligibility Verification I-9 form
- Direct deposit authorization
- Military base access form, if jobs in schools on JBER are desired

Regular Substitute Teachers and Nurses

All regular substitute teacher applicants must submit the following:

- Online application for substitute teacher position.
- Substitute teacher application packet.
- Official transcript showing a bachelor's degree (scan into application or submit with packet to Human Resources).
- Electronic references submitted online, or two letters of recommendation.
- A receipt for a fingerprint background report obtained from an authorized source dated within six months of application submittal. Authorized sources for ASD are:
  - CasTech Fingerprinting Services.....337-5002
  - Independent Fingerprinting Consulting Inc 338-6066
  - Hi-Tech Inkless Fingerprinting 563-4659
- An Interested Person's Report no more than 30 days old. The Interested Person's Report has a $20 fee and can be obtained from the State of Alaska Department of Public Safety, 5700 Tudor Road. It is open Monday through Friday 8:15 a.m. to 4 p.m.

Long Term Substitute Teachers and Nurses

To be eligible for long-term substitute assignments, the substitute teacher must meet all of the requirements listed above and

Teachers who retired more than one school year ago will provide the same information as a regular substitute teacher.

Student Teachers

Student teachers are applicants that have not yet completed a university/college program but require a field experience in education. All student teacher applicants must submit the following documents:

- Field experience approved by the Anchorage School District.
- Online student teacher application.
- Alaska student teacher certificate.
- Substitute teacher application packet.

The following are responsibilities and expectations of all substitutes for the Anchorage School District.

- The Anchorage School District (ASD) expects all substitutes to be professional in their

- Make it a point to introduce yourself to a neighboring teacher or office coworkers in case assistance should be needed during the day.
- Call the main office for immediate assistance in case of any medical emergency.

Cell Phone Use

Cell phones are permitted but use should be limited to during break periods, or for emergencies. It is not appropriate to use a cell phone for personal purposes during a class period. It is not appropriate to use a cell or smart phone to take photos in restroom, dressing room, or

1. If you wish to end employment with the Anchorage School District, please complete a Notice of Resignation, form #516 and return it to the Human Resources Department. The form may be obtained directly from Human Resources, and is also available online:
    a. On the ASD home page, click *Employee Options* and log into the Employee Portal.
    b. In Support Central, search for *Talent Management* and click the link.
    c. In the left column click *HR Forms*. At the top of the page, click *Employee Forms*.

Q:

Q: If the job I am reviewing doesn't have the subject taught listed, what can I do?
A: You can either check the school website or call the school to see what subject a teacher's class covers.

Q: Am I required to have special training to work with special education students?
A: No, additional training is not required.

Q: My job was cancelled at the last minute, what happened?
A: An

Automated Absence Management System: **1-800-942-3767**

Substitute Dispatch: Phone: 742-4128 or subdispatch@asdk12.org

ASD Website: https://www.asdk12.org/

Compliance/EEO: 742-4132

Tips

- Remember to check your assignments daily.
- If you are assigned a job

Use this template to leave follow-up notes for the absent classroom teacher.

Substitute name:

Date:

Times:

Email/phone (If you have questions):

Employee name/classroom:

How the lessons went and what was/wasn't completed:

What went well and who helped:

Issues or concerns you may want to know about:

The Absence Management system is the Anchorage School District's online system for requesting and filling substitute jobs in the district's schools and departments. Through this system, locations can request substitutes to fill in for absent employees or for extra help and substitutes can find and accept jobs they are interested in. When applying for substitute positions, a new substitute is automatically added to the Absence Management system.

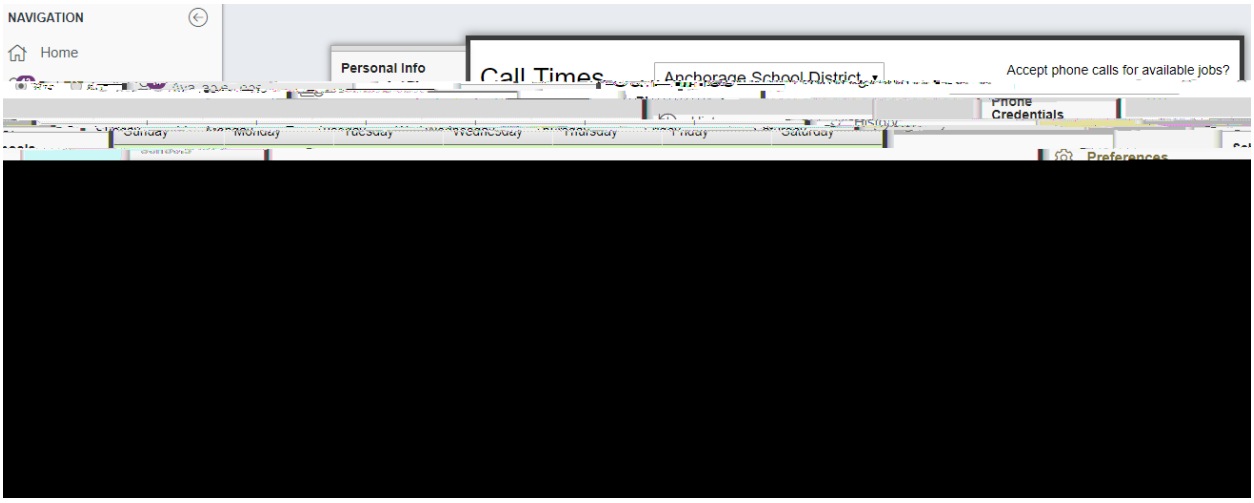
To log into the system:

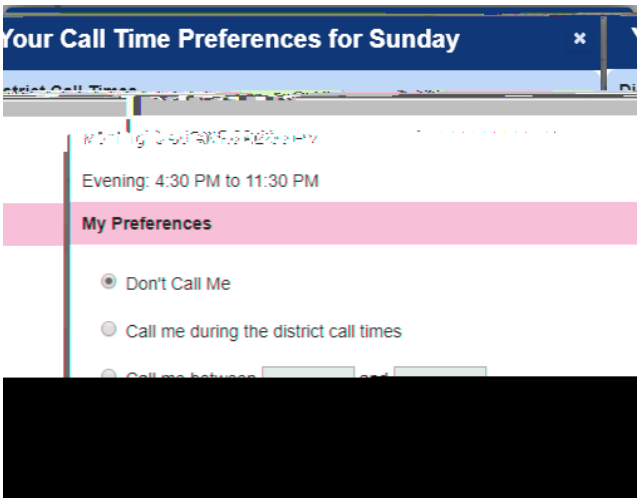
1. Go to *frontline.asdk12.org*. Log in with the same username and password as you use for your email.
2. Click *Absence Management*.

3.

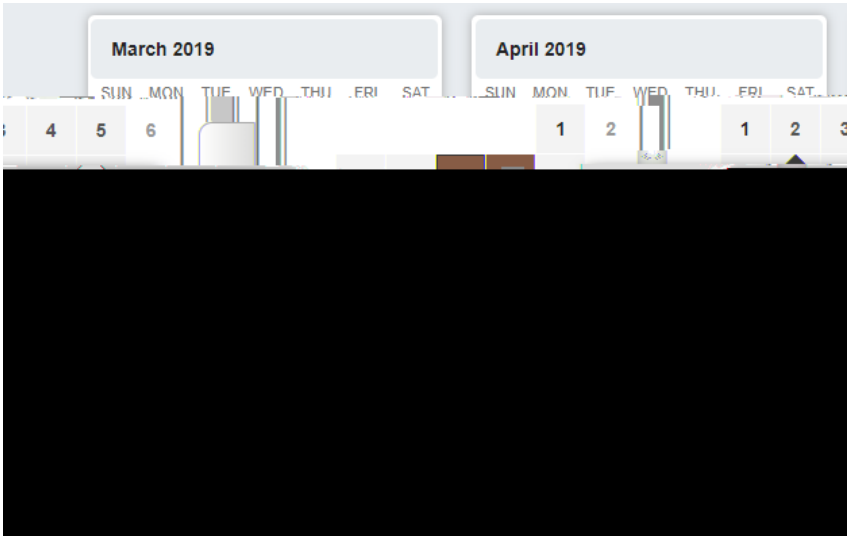
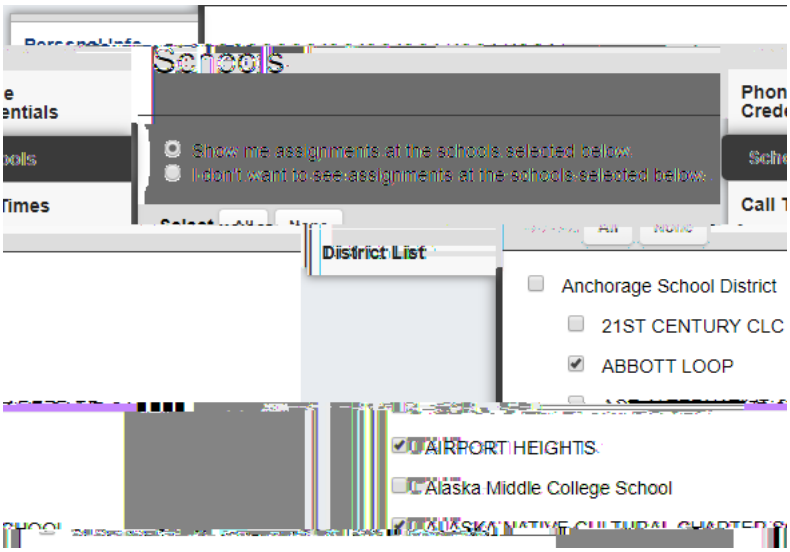
By default Absence Management calls substitutes during the district times of 5:30 a.m. to 12 p.m. and 4:30 p.m. to 11:30 p.m.
If you would prefer to specify what times of day you wish to receive calls about open substitute jobs:

1. In the left column click *Preferences*, then click *Call Times*.
2. Click *Edit* and you can choose among the options *Don't Call Me*, *Call me during district call times,* or specify your own time range.
3. Choose either *Apply to All* or *Apply only to Sunday*.
4. You may also choose to turn off the phone option by clicking *No* at the upper right next to Accept calls for available jobs?





ASD Sub Dispatch and the Absence Management system will not try to contact you for jobs on days you set as non-work days. To mark days you do not wish to work, go to the calendar on the home screen. Click on the date you do not wish to work. At the bottom of the pop-up box, select *Add Non-Work day*. Click the arrow at the right of the calendars to view future months.



To create a list of schools where you are willing to work, in the left column click *Preferences*. Click the tab *Schools* and select either the radio button *Show me assignments…* or *I don't want to see assignments…* Check or uncheck the box next to each school, depending on your preference to see or not see. Click *Save* at the upper right.