

# **Anchorage School District**

## **Substitute Classified Handbook**

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## Application Requirements

To be eligible for placement on the SubFinder System, the following items must be completed and on file in the Human Resource Department:

1. High School Diploma or GED
2. Application for Classified Position (available online at [www.asdk12.org/depts/hr/employment](http://www.asdk12.org/depts/hr/employment))
3. Substitute Clerical/TA Data Form #1221
4. Federal Withholding Tax Form (W-4)
5. Employment Eligibility Form (I-9)
6. Internet Agreement
7. Interested persons report no more than 30 days old. Applicant must provide the Human Resources Department with an interested Person Report indicating no record of criminal convictions (\$20 fee) which may be obtained from the State of Alaska Department of Public Safety, 5700 Tudor Road (Monday – Friday 8:15 am – 4:00 pm).

## Job Positions

### Substitute Clerical

- Library Assistant
- Bilingual Tutor
- Secretary (typing/clerical)
- Bookkeeper
- Data Entry
- Switchboard
- Administrative Assistant

### Teacher Assistant

- Regular Classroom
- Computer Lab

### Substitute Special Education Teacher's Assistant\*

- Resource
- Special Programs (\*May require lifting, diapering and feeding.)

### Security

**Rate of Pay**

**Substitute Clerical** ..... \$12.60/hour

- Library Assistant
- Bilingual Tutor
- Secretary
- Teacher Assistant
- Administrative Assistant

**Substitute Special Education Teacher's Assistant** ..... \$12.60/hour

- Special Programs

**Security** ..... \$18.24/hour

Retired ASD Employees working as a substitute or current clerical ASD employees wishing to substitute over the summer shall be paid at a rate of \$15.00 per hour worked.

## Responsibilities

- The Anchorage School District (ASD) expects all substitutes to be professional in their appearance. This is defined as clean and well groomed, with appropriate clothing for the school and assignment.
- The substitute teacher is to be familiar with the Student's Rights and Responsibilities document.
- NEVER touch a student, especially in anger, not even to grab an arm, coat or collar. If words don't solve the problem, get assistance immediately.
- Upon arrival at assigned location, report to the office;
- The substitute will perform the duties assigned to the employee the substitute is replacing, unless an emergency occurs;
- Before leaving the school, check with the principal/designee for a possible return assignment;
- Direct questions or problems regarding a particular school or assignment to the principal/supervisor;
- The substitute does not have to fill out time cards;
- The principal or designee will do corrections/adjustments to timecards;
- Upon accepting an ASAP dispatch the substitute is expected to report to the classroom within one hour from the time the assignment is accepted, regardless if the assignment has already begun.
  - Example: If a call is received and accepted at 10:00 am (the job began at 9 am) the substitute must report to the job no later than 11:00 am or one (1) hour from when the job was accepted.
- If the substitute does not report to an assignment, or notify the school of their inability to report, they will be considered a "No Show" and will be removed from the SubFinder system;
- The substitute is responsible for making sure they receive a job number, even if it is a pre-arranged job;
- The substitute is to notify the Human Resources Department of any change in name, address or phone number on the Change in Personnel Record Form (Personnel #511)

## Removal from SubFinder

### Reasons for Removal

1. A substitute may choose to terminate employment
  - A substitute may initiate removal from the SubFinder System and complete a Notice of Resignation form #516. The form may be picked up from the Human Resources Department or on the District's website (Forms & Publications)
2. A substitute who performs unsatisfactorily or is non-compliant with Human Resource procedures may be removed from service.
  - A. A supervisor advises the substitute of poor/unsatisfactory performance and recommends action within 48 hours of the occurrence or supervisor's first knowledge of the occurrence.
  - B. The substitute is removed from the availability list for the reporting school, unit, or program immediately upon notification of complaint. The substitute is notified in writing of the reason(s) for the removal. The substitute is provided an opportunity to meet with the administrator initiating the action.
  - C. A supervisor submits a written summary to the Director of Human Resources for action within seven (7) working days of the occurrence or the supervisor's first knowledge of the occurrence, detailing the substitute's unsatisfactory performance, including:
    - Date of occurrence
    - Type of assignment (clerical, teacher assistant, etc.)
    - Nature of unsatisfactory performance (major or minor instance) of poor or inappropriate performance
    - Summary of conference with substitute
    - If desired, a request to exclude the substitute from being dispatched to a particular school/unit for the remainder of the current school year or in some cases permanently
  - D. To be reinstated a substitute must provide evidence that remedial action has been taken to correct any performance issues.
3. A substitute may be removed from SubFinder System and employment with the Anchorage School District after three occurrences of reported poor/inappropriate performance, or a single major incident of poor/inappropriate performance.
4. A substitute may be removed from SubFinder System and employment with the ASD when failing to show up for an assignment for which they have accepted, or if leaving before being released by the building administrator. i.e. If the substitute leaves before being released, NO PAY will be received and the substitute will be removed from the SubFinder System.

## Frequently Asked Questions (FAQ)

**Q: What is the difference between pre-arranged and requested?**

A: A pre-arranged substitute knows about the job before it is put into the SubFinder System. A requested substitute is put into the system and SubFinder calls the substitute to notify them that they are being requested for an assignment.

**Q: What is the difference between my PIN number and my ID number?**

A: Your PIN number is your Personal Identification Number.  
Your ID number is the five digit number provided to you by Sub Dispatch.

**Q: What should I do if I'm going to be late?**

A: If you are going to be late to your job, you must call the school the job is at so that they do not think you are a "No Show" and give your job to someone else. You may also leave a message with Sub Dispatch.

**Q: Do I get paid if school is cancelled?**

A: No, information about school cancellations or a late schedule will be posted on the ASD website by 5:00 a.m. the day of the disruption/cancellation.

**Q: How do I stay on as a sub for the next school year?**

A: All substitutes must work at least five days each year to automatically remain on the SubFinder System for the following year.

### **Important Numbers & Information**

Automated SubFinder System..... 742-4651  
Substitute Dispatch ..... 742-4128  
    Or ..... 742-4133  
    Email..... ively\_elaine@asdk12.org  
    Email..... hester\_kathleen@asdk12.org  
Training & Professional Development ..... 742-3844  
ASD Website ..... www.asdk12.org

- Remember to check your assignments daily.
- If you do pre-arrange a job, be sure to have a job number.
- Write down all the information for each assignment you accept through SubFinder or WebConnect.
- If you are not receiving assignments through SubFinder call Substitute Dispatch.

### Notes for Employee

Substitute Name: \_\_\_\_\_

Date: \_\_\_\_\_ Times: \_\_\_\_\_

Email/Phone (If you have questions): \_\_\_\_\_

Employee Name/Position: \_\_\_\_\_

What went well/what was accomplished, who helped:

Issues or concerns you may want to know about:

