

# ASD Human Resources: Substitute Handbook And Absence Management Guide

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We  Our Subs!



Published by the ASD Talent Management Department  
HR #104  
907-742-4128 or [subdispatch@asdk12.org](mailto:subdispatch@asdk12.org)

## **Anchorage School District Substitute Handbook**

Dear Fellow Education Professional,

We are pleased that you have chosen to serve as a substitute with the Anchorage School District. You are an important part of the team in the schools and departments where you work. We hope you recognize the important role you play and seek to make every student successful. Your commitment to excellence will enable us to uphold our district's mission to educate all students for success in life.

This Substitute Handbook provides vital information that will help guide you through a successful year. The information in this handbook is an overview and is not intended to supersede district policy and/or federal or state law. Substitutes are responsible for reading and abiding with all Anchorage School District policies, procedures, and guidelines including those contained in the Substitute Handbook. The last section of the handbook contains information on how to use our substitute job system, Absence Management.

If at any time you need assistance in your role as a substitute, please do not hesitate to contact our Substitute Dispatch at 907-742-4128 or [subdispatch@asdk12.org](mailto:subdispatch@asdk12.org).

## Contents

Available Substitute Positions and Application Process .....	4
Classified Substitute Positions .....	4
ASD Special Education: Life Skills Program .....	5
ASD Special Education: Structured Learning Classroom Program.....	7
Certificated Substitute Positions .....	9
Substitute Responsibilities .....	12
Professional Ethics & Code of Conduct.....	14
Removal From the Substitute Roster .....	16
Frequently Asked Questions .....	17
Important Numbers and Information .....	19
Notes for the Absent Employee .....	20
Notes for the Absent Teacher .....	21
<b>The Absence Management System .....</b>	<b>22</b>
First Steps.....	22
Setting and Changing Call Times.....	23
Adding Non-work Days .....	24
Creating a Location Preference List .....	24
Accepting a Job .....	25
Cancelling an Accepted Job.....	25
Using Absence Management on the Phone .....	26
If You Forget Your PIN for the Phone System .....	26
Turning Off the Phone Option .....	26

## Available Substitute Positions and Application Process

### Classified Substitute Positions

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.

## **ASD Special Education: Life Skills Program**

### *A Guide for Substitute Special Education TAs*

Our substitute teacher assistants make positive contributions and are instrumental in supporting our schools, staff, and students. We believe that all students deserve the opportunity to achieve his or her potential in a safe and effective learning environment. We are well aware that without the services that substitute special education teacher assistants provide we would not be able to continue with the district's mission of educating all students for success in life!

The information below is intended to provide an overview of the life skills program and a knowledge base of support and assistance. Feel free to contact the Special Education Department at 742-4236 if you have further questions.

### **Program Overview**

The Life Skills Program incorporates a variety of teaching strategies, environmental supports, and curricula to support students in developing functional academic, communication, social, and independent living skills. These students with significant disabilities (such as cognitive disabilities, autism, and health impairments) typically require continuous care throughout the day provided by special education staff.

The Life Skills self-contained classrooms are located in neighborhood schools in regional locations throughout the district. Students could have inclusion opportunities to access specials and electives such as Art, Music, PE, Library, and Health with supervision from teacher assistants. Self-help and adaptive living skills training are embedded throughout the day in various school and community settings. Students receive individualized adult support with functional academics and are typically working on alternate grade level expectations. Students are typically on the non-diploma tract.

### **Student Population**

When subbing in a Life Skills classroom, you will be working with and supporting students with a variety of developmental delays. For example, you may notice the following:

➤ *Individual Student Schedules*

Students in the Life Skills program may have an individual schedule used regularly by the school team. The schedule is individualized based on the student's developmental level/skill and provides the student with a meaningful visual system to promote flexibility and independence.

➤ *Individual Education Program*

Students in the Life Skills program will have an Individualized Education Program (IEP) to meet their unique needs. Students may also have a behavior intervention plan or individualized matrix, which indicates their preferences, sensory needs, levels of support, and individualized plan for meaningful activities.

➤ *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 may be asked to provide additional support in other school settings per individual student need, such as assistance/monitoring during lunch periods, breaks, and recesses.

## **ASD Special Education: Structured Learning Classroom Program**

### *A Guide for Substitute Special Education TAs*

Our substitute teacher assistants make positive contributions and are instrumental in supporting our schools, staff, and students. We believe that all students deserve the opportunity to achieve his or her potential in a safe and effective learning environment. We are well aware that without the services that substitute special education teacher assistants provide we would not be able to continue with the district's mission of educating all students for success in life!

The information below is intended to provide an overview of the Structured Learning Classroom (SLC) program and a knowledge base of support and assistance. Feel free to contact the Special Education Department at 742-4236 if you have further questions.

### **Program Overview**

The Anchorage School District SLC program promotes a moderate to highly structured classroom setting designed for students requiring strategies and curricula to facilitate communication and social skills while teaching grade-level expectations. The Structured Learning Classrooms are located in neighborhood schools in regional locations throughout the district. Students are typically on a diploma track and participating in Alaska Measures of Progress (AMP) testing.

The purpose of the SLC program is to help students with disabilities develop the necessary communication and social skills, which will enable them to be successful in a less restrictive classroom setting (i.e. general education or resource classes). Although there is a focus on teaching appropriate communication and social skills, students in a Structured Learning Classroom have access to the Common Core curriculum along a continuum of services. Instruction is individualized according to the student's Individual Education Program (IEP).

### **Student Population**

When subbing in an SLC classroom, you will be supporting students with a variety of communication and social delays. For example, you may notice the following elements in the classroom:

#### ➤ *Individual Student Schedules*

Students in the SLC program may have an individual schedule used regularly by the school team. The schedule is individualized based on the student's developmental level/skill and provides the student with a meaningful visual system to promote flexibility and independence.

#### ➤ *Grade Level Curriculum Standards*

Students in the SLC Program must have access to grade level curriculum and/or a replacement curriculum as needed based on the student's academic level of performance. The curriculum will follow the Common Core Standards established by the district.

➤ *Visual Supports*

Students in the SLC 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.

➤ *Levels of Support (Prompting)*

Students in the SLC Program may need support to become as independent as they possibly can. A prompting hierarchy should be utilized in a systematic way to fade how much help students are receiving. The hierarchy would include full physical prompt as the most support needed to natural cues as the least support needed.

➤ *Communication Systems & Instruction*

Students in the SLC 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. The program incorporates specific curriculum content that targets teaching effective communication skills in various environments throughout the school day.

➤ *Teaching Pro-Social Skills & Navigating Peer Relationships*

Students in the SLC Program often exhibit deficits in social, communication and/or behavioral areas. Most instruction must be explicit and direct in order for students to make significant progress in this area. Instruction of pro-social skills occurs can occur in a natural setting or a separate class or setting where social skills instruction is the focus.

### **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 & 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 may be asked to provide additional support in other school settings per individual student need, such as assistance/monitoring during lunch periods, breaks, and recesses.



## Certificated Substitute Positions

Certificated substitutes support students in our classrooms. They fall into several categories, with slightly different requirements for hire for each:

- Regular substitute teachers/nurses
- Long-term substitute teachers/nurses
- Retired substitutes/nurses
- Student teachers

### Types of Certificated Substitute Assignments

- Full day assignment—any assignment more than four hours.
- Half day assignment—any assignment four hours or less.
- Long term assignment (Alaska certification required)—A long term assignment is an assignment replacing a current teacher or a vacant position.
  - A long-term contract must be signed by both the long-term substitute and the principal. The long-term substitute contract shall represent notice of, and the statement of, and the cause for non-retention of the specific position.
  - Substitutes that are in one position for more than 19 days must be authorized as a long term substitute or are required to have a break in that assignment every 20<sup>th</sup> day, no exceptions.

**Note:** The Anchorage School District will not compensate a substitute teacher for more than a full day on any given assignments.

### Certificated Substitute Rates of Pay

All substitute teachers will receive a daily wage:

Full day: \$150

Half day: \$75.00

Long-term substitutes: \$255.00 per full day

### Certificated Substitute Requirements and Hire Process

To be eligible for hire as a substitute teacher, all applicants must meet all of the following criteria, or they will not be considered:

- A bachelor's degree (except student teachers); must provide official transcripts showing degree conferred.
- Complete and submit the online substitute teacher application.
- Complete and submit the substitute teacher application packet, available at the front counter:
  - Substitute teacher data form
  - Federal Withholding Tax form W-4

- 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 possess a current State of Alaska teaching certificate.

**Retired Anchorage School District Teachers and Nurses**

We love to have our retired ASD teachers substitute with us! However, please be aware that under IRS regulation, a bona fide separation of employment is required when retiring from a position. Retirees are required at the time of retirement to certify that no prearrangement for reemployment in any capacity with the same employer has been made for the restricted period. If you are under age 62, the restricted period for rehire is six (6) months. If you are age 62 or over, the restricted period is sixty (60) days. There are consequences and potential penalties for rehire before the restricted period elapses or for prearrangement of employment. For further information, please contact the State of Alaska Division of Retirement and Benefits.

Once the restricted period has passed, a teacher who retired the previous school year and still has a current certificate may apply to be a substitute teacher. The retired teacher must submit substitute teacher application packet and a copy of their certificate, but does not need to fill out the online application or provide an interested person’s report.

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.

## Substitute Responsibilities

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 appearance. This is defined as clean and well groomed, with appropriate clothing for the school and assignment.
- It is ASD's expectation that all substitutes will each work a minimum of one day a month. Substitutes who have not worked in 12 months are removed from the substitute roster and must reapply.
- Substitutes are expected to accept as many substitute jobs as possible.
- Substitutes are always expected to behave in a professional manner. Part of being professional is arriving on time to an assignment that has been accepted or communicating with a campus contact when there is a concern.
- Upon arrival at assigned location, report to the office. Record your work time with the time clock:
  - Clock in at the beginning of the day.
  - Classified subs only should clock in and out before and after lunch.
  - Clock out at the end of the day.
  - The school may make adjustments to the timecard as needed.
  - Substitutes are expected to remain for the full assignment hours as detailed in the accepted job and should not request early release.
    - Substitute teachers are not to leave when students are dismissed, but should check in the with front office for further instruction.
- For substitute teaching jobs, clocking in at noon for a job that started earlier in the day will pay for a half day only. We recommend that substitutes keep a log of all assignments.
- If an assignment has already begun, you are expected to report to the classroom within one hour from the time the assignment is accepted.
  - Example: A job began at 9 a.m., but was not filled. At 10 a.m. you see and accept the job. You must report to the worksite no later than 11 a.m.
- If you cannot report to an accepted job, you must both call the school and cancel the job in Absence Management. If it is past the deadline to cancel (one hour before start time), you must contact Sub Dispatch at 742-4133 or 742-4128 AND contact the school. If you do not report to an assignment or notify the school of your inability to report, you will be marked as a No Show in the Absence Management system.
- If you cancel a job on the same day as the assignment, you will not be able to accept another sub job for that day. Schools count on substitutes and plan accordingly.
- No Shows are monitored and may result in a reprimand and/or termination.

- You will perform the duties assigned to the employee you are replacing, unless an emergency occurs.
- Substitute teachers perform the duties of the teacher they replacing, such as:
  - Following the lesson plans left by the regular classroom teacher.
  - Correcting written work completed during the assignment and leaving the results for the regular teacher.
  - At the end of the day, cleaning up the classroom. Picking up trash and straightening desks and chairs. Surveying the room and leaving it better than when you arrived.
  - Leaving a short summary of the day's events for the regular teacher.
- Please note that an adjustment may be made to your assignment when you report, based on building need at the time, as determined by the building principal.
- If an emergency occurs a substitute may be requested to accept additional duties which an employee would commonly accept.
- A substitute teacher who has accepted a job may only be released from the job to:
  - Extend a current sub assignment.
  - Accept a long-term assignment.
  - Due to personal emergency/illness.
- 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.
- All substitutes are required to assist in various capacities when requested, even during the absent teacher's planning period or after students have departed the school.

## Professional Ethics & Code of Conduct

Although not regular employees, substitutes still have professional obligations. With this in mind, please observe the following:

- Schools are for the students, and the first obligation is to the student.
- The substitute is on the same professional level as the regular employee and should be aware of their responsibilities.
- The substitute should maintain a positive attitude of cooperation with coworkers and the public, respecting the authority of those in administrative positions.
- Substituting is a position of public trust. All school district personnel, including substitutes, must protect confidential information regarding individual students. *Do not discuss students' conduct, grades, or abilities with anyone outside the school district or with unauthorized personnel.*
- The substitute should use extreme caution in expressing personal reactions and opinions about what they see and hear in the environments where they work.

### Required Anchorage School Board Policies

Substitutes are required to be familiar with the following Anchorage School Board policies:

- 0410 Nondiscrimination in District Programs and Activities
- 0411 Service Animals
- 4030 Nondiscrimination in Employment
- 4119.11 Sexual Harassment, All Personnel
- 4119.12 Harassment, All Personnel
- 4119.21 Code of Ethics
- 5131.43 Harassment, Intimidation and Bullying
- 5137 Positive School Climate
- 5145.3 Nondiscrimination
- 5145.7 Sexual Harassment, Students

Anchorage School Board policies as well as information related to board meetings and agendas can be found on the ASD website at [www.asdk12.org/policies](http://www.asdk12.org/policies).

### Conduct with Students and Staff

- Under no circumstances should a class ever be left unattended.
- You must **NEVER** touch a student, especially in anger, not even to grab an arm, coat, or collar. If words don't solve the problem, immediately get assistance from a neighboring classroom teacher or the main office.
  - In extraordinary circumstances, a substitute teacher may be required to use reasonable and necessary physical restraint to protect the teacher, students, or others from physical injury. If this occurs, contact the office immediately.

- 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 locker room, or to take a photo of any person.

### **Security of Personal Belongings**

When working in our schools as a substitute, you may or may not have access to any type of locked cabinet or desk. Therefore, you are encouraged to leave any items of value locked in the trunk of your car or at home. Please take only what you need to substitute: keys, money for the cafeteria or vending machines, pencils, pens, paper, tissues, etc.

### **Safety Requirements**

Safety is your most important responsibility. Employees should follow Anchorage School District safety rules and regulations and should report unsafe conditions or practices to the appropriate supervisor.

- Locate and review emergency signs, instructions and equipment in the classroom or office.
- Read and familiarize yourself with emergency procedures for lock down, stay put, earthquake or fire drills, and other disaster and crisis response, as well as the classroom monitoring plan (e.g. student use of restroom, pass system, pull-outs, etc.)
- Training is available in ASD's crisis response model, ALICE. Please see the trainings available in Professional Growth (My Learning Plan) to sign up.
- If you have questions about safety issues, please contact the school's main office.

### **Tobacco, Alcohol, and Drugs**

The Anchorage School District is a tobacco, alcohol, and drug free campus, per board policy 3513.3. The district prohibits the possession, use, distribution, advertisement, or sale of intoxicating alcohol and illicit drugs in the workplace or when conducting district business and requires employees and volunteers are to be free from the influence of alcohol and illicit drugs upon entering district facilities or vehicles. Employees and adult visitors may smoke only in designated employee smoking areas. School personnel will enforce these policies.

## Removal From the Substitute Roster

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 the link for the Notice of Resignation e-signature form.
2. A substitute who performs unsatisfactorily or is non-compliant with Human Resources or ASD procedures may be removed from service. The process is as follows:
  - a. A supervisor advises that the substitute has poor/unsatisfactory performance and recommends action within 48 hours of either the occurrence or the 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 the 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 *Substitute Exclusion Request* to the Sub Dispatch supervisor for action within seven working days of either the occurrence or the supervisor's first knowledge of the occurrence, detailing the substitute's unsatisfactory performance, including:
    - i. Date of occurrence.
    - ii. Type of assignment (grade level, classroom, etc.).
    - iii. Nature of unsatisfactory performance (major or minor) of poor or inappropriate performance.
    - iv. Summary of conference with substitute.
    - v. 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 employment with the Anchorage School District after three occurrences of reported poor/inappropriate performance, or a single major incident of poor/inappropriate performance.

A substitute may be removed from employment with ASD when failing three times to show up for an assignment for which they have accepted, or if leaving before being released by the building administrator.



## Frequently Asked Questions

**Q: How many days do I need to work to remain active for the next school year as a substitute?**

A: It is the expectation of the Anchorage School District that the substitute will work a minimum of one day per month. Substitutes who have not worked in 12 months are removed from the substitute roster and must reapply.

**Q: Can I have two letters of reference instead of two online confidential references?**

A: No, the online application requires two confidential reference surveys.

**Q: What if I end my duties prior to the end of my scheduled workday?**

A: You are required to work the hours posted on the job you accepted. If you need to leave early seek approval from the front office prior to leaving. If your job is complete, check with the main office for additional duties.

**Q: I forgot how/am unable to log into Absence Management.**

A: Your username is lastname\_firstname, and your password is the same as your ASD email. If you are unable to log in, please contact the ASD IT Service Desk at 742-4615.

**Q: I am unable to accept jobs by phone or my phone won't stop ringing.**

A: To change your personal account to accept or deny phone calls with Absence Management, while logged into the system, in the left column click *Preferences*, then click the tab *Call Times*. At the upper right, change the option for *Accept phone calls for available jobs?* from *yes* to *no*.

**Q: How do I view jobs online in Absence Management?**

A: Once logged into the system, the lower half of the screen labeled *Available Jobs* will show a list of jobs available to you.

**Q: Am I able to work two half day jobs as a teacher substitute?**

A: Yes, but please ensure the morning school is aware and approves of an early dismissal time to allow timely attendance at the afternoon school. If the morning school is unable to accommodate early dismissal, contact the afternoon school to let them know you are on your way. Be familiar with the locations of schools and only accept two half days jobs when they are in close proximity.

**Q: When will I receive my paycheck?**

A: Substitutes are paid every two weeks on Fridays. If you have additional questions concerning your pay please contact the Payroll Department at 742-4103.

**Q: Is training offered for new hire teacher substitutes?**

A: ASD offers a wide variety of online training opportunities in the Professional Growth (My Learning Plan).

**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 already accepted job may need to be cancelled at the last minute by either the school or employee. Please be mindful to check your accepted jobs and your ASD email in the morning prior to leaving for work.

**Q: Do I get paid for mileage?**

A: No, substitutes are not reimbursed for mileage.

## **Important Numbers and Information**

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

Substitute Dispatch:           Phone: 742-4128 or [subdispatch@asdk12.org](mailto: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, be sure to have the job number when you arrive at school.
- Write down all the information for each assignment you accept through Absence Management.
- If you are not receiving assignments through Absence Management, call Substitute Dispatch for further assistance.

## **Notes for the Absent Employee**

Use this template to leave follow-up notes for the absent 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:

## Notes for the Absent Teacher

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

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](https://frontline.asdk12.org). Log in with the same username and password as you use for your email.
2. Click *Absence Management*.



3. If you are a part time employee who is also a substitute, you can change your system access by clicking your name at the upper right and clicking on either *Employee* or *Substitute*. Employee allows creation of a job, substitute allows picking up of jobs.

Please be aware that Absence Management is not associated with the EmpCenter time and leave system. Continue to use EmpCenter as directed.

### First Steps

When logging into Absence Management the first time, review the information under *Account* in the left column.

- Check that your name, phone, email address, and title are correct.
- Set your call time preferences.
- Add your non-work days.
- Create a preferred location list.
- If you do not want to receive phone calls from the system, disable the option.

## Setting and Changing Call Times

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?

**Call Times** Anchorage School District Accept phone calls for available jobs?  Yes  No

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Call times for Anchorage School District</b>						
Morning						
No Calls	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	No Calls
Evening						
4:30 PM - 11:30 PM	4:30 PM - 11:30 PM	4:30 PM - 11:30 PM	4:30 PM - 11:30 PM	4:30 PM - 11:30 PM	No Calls	No Calls
<b>My Preferences</b>						
District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

**Your Call Time Preferences for Sunday** ✕

**District Call Times**

Morning: 5:30 AM to 12:00 PM  
Evening: 4:30 PM to 11:30 PM

**My Preferences**

Don't Call Me

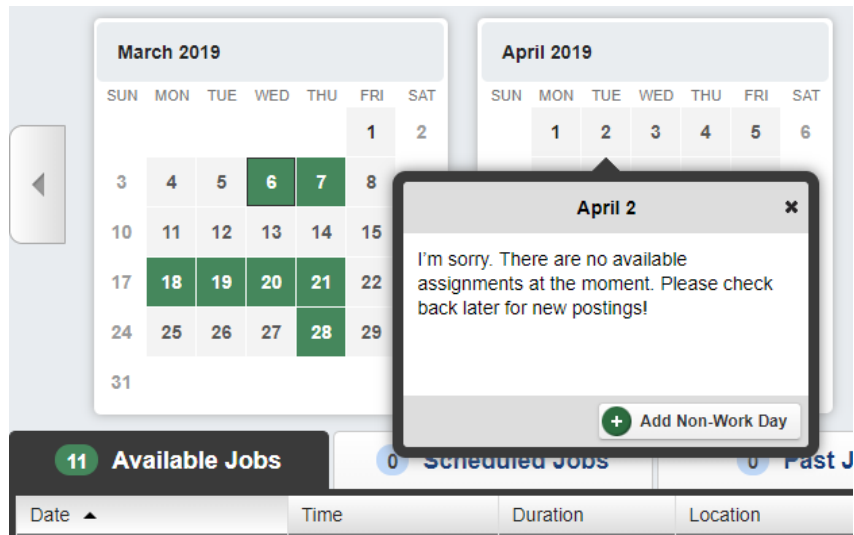
Call me during the district call times

Call me between  and

Cancel    Apply To All    Apply only to Sunday

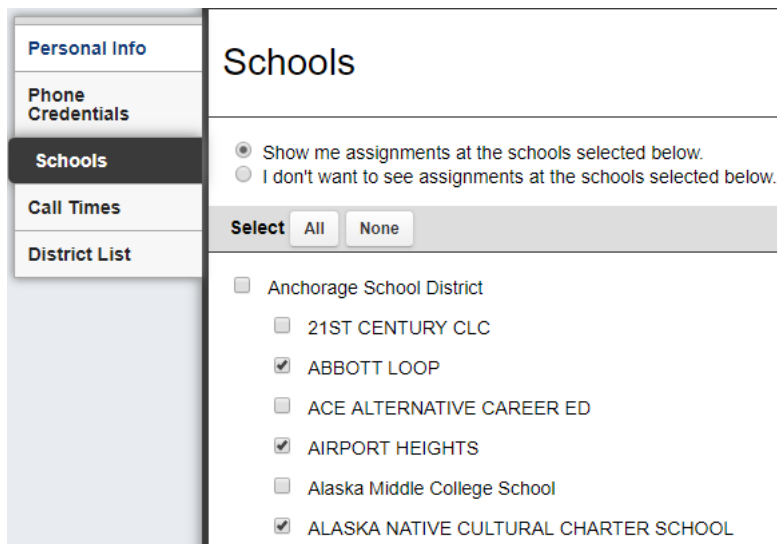
## Adding Non-work Days

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.



## Creating a Location Preference List

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.





## Accepting a Job

When looking for a substitute job, review the area in the lower half of the home screen, on the tab *Available Jobs*. If you see a job you are interested in, simply click *Accept* to the far right. If the job is a multi-day job you are required to select *See Details* before you are able to accept the job. The details section will provide additional information concerning the job like content taught, grade level, or special instructions from the teacher.

There is no need to reject a job you are not interested in. However, if you would prefer to no longer see the job in the available list, click the red and white *Reject* button and it will be permanently removed from your list of available jobs.

6 Available Jobs		2 Scheduled Jobs		2 Past Jobs		0 Non Work Days	
Date	Time	Duration	Location				
ANGLIN, AKARA TEACHER CLASSROOM 9-12						✖ Reject	✔ Accept
Mon, 4/11/2016	7:00 AM - 2:30 PM	Full Day	EAST HIGH				
ATKINSON, ROBERT TEACHER CLASSROOM 7-8						✖ Reject	✔ Accept
Tue, 4/12/2016	8:30 AM - 1:10 PM	04:40	ROMIG MS				
HARGRAVES, JULIE TEACHER CLASSROOM K-6						✖ Reject	✔ Accept
Tue, 4/12/2016	8:30 AM - 4:00 PM	Full Day	FIRE LAKE				

## Cancelling an Accepted Job

If you find you are not able to substitute after accepting a job, please cancel your acceptance as soon as possible to allow us to find a replacement. On the home screen, click on the tab *Scheduled Jobs* and click *Cancel* to the far right of the job information.

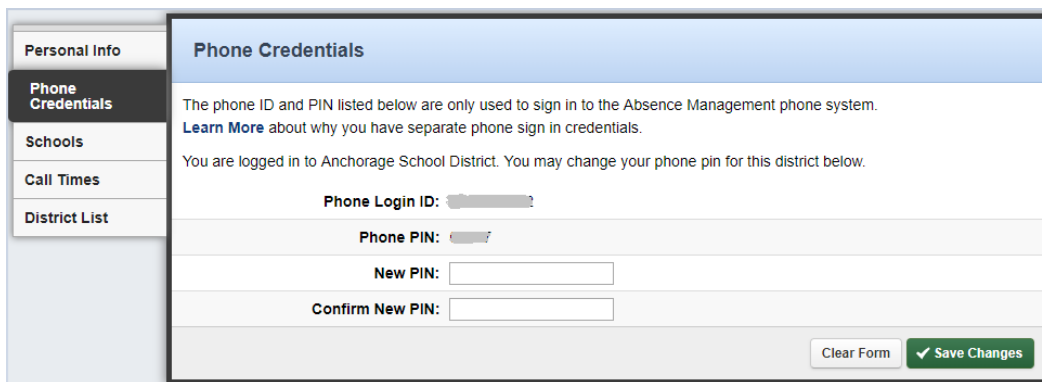
6 Available Jobs		1 Scheduled Jobs		3 Past Jobs		1 Non Work Days	
Date	Time	Duration	Location				
VINALES, VIRGINIA Spanish 9-12		Report to: Main				CONFIRMATION #347349279	✖ Cancel
Mon, 3/18/2019	7:00 AM - 2:15 PM	Full Day	DIMOND HIGH				

## Using Absence Management on the Phone

Not only is Absence Management available on the web, but you can also create absences and check absence reasons over the phone. If you create an absence over the phone, be sure to make note of the confirmation number that Absence Management assigns the new absence for reference.

To call Absence Management, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign) then your PIN number (followed by the # sign).

- **Your ID number** is your phone number on file with Human Resources, including area code. To find the phone number the system has listed for you, on the home screen click the tab *Account*, then click Personal Info. The phone number is listed under your name without dashes, for example 9077424000.
- **Your PIN** will be emailed to you in a welcome letter you will receive shortly after your initial hire with ASD. This number can be changed after logging into Absence Management. In the left column, click *Preferences*, then click the tab *Phone Credentials*. Type your New Pin, confirm the New Pin, and click *Save Changes*.



The screenshot shows a web interface with a left-hand navigation menu containing 'Personal Info', 'Phone Credentials', 'Schools', 'Call Times', and 'District List'. The 'Phone Credentials' section is active. The main content area has a blue header 'Phone Credentials' and a light blue background. It contains the following text: 'The phone ID and PIN listed below are only used to sign in to the Absence Management phone system. [Learn More](#) about why you have separate phone sign in credentials.' Below this, it says 'You are logged in to Anchorage School District. You may change your phone pin for this district below.' There are four input fields: 'Phone Login ID' (masked with dots), 'Phone PIN' (masked with dots), 'New PIN' (empty), and 'Confirm New PIN' (empty). At the bottom right, there are two buttons: 'Clear Form' and 'Save Changes' (with a green checkmark).

### If You Forget Your PIN for the Phone System

If you forget your PIN, you can find it through District Connection. While on the ASD network, go to <https://home.asdk12.org/>. Under Other resources, click the link *EmployeeID Information*. The page will show both your EmpCenter Employee ID PIN and the Absence Management phone PIN.

### Turning Off the Phone Option

If you do not wish to receive phone calls for jobs, in the left column click *Preferences*, then click the tab *Call Times*. At the upper right, change the option for *Accept phone calls for available jobs?* from *yes* to *no*.

Accept phone calls for available jobs?  
 Yes  No

**ASD Statement of Nondiscrimination for Publications**

The board is committed to an environment of nondiscrimination on the basis of race, color, religion, sex, age, national origin, economic status, union affiliation, disability and other human differences. No person shall be excluded from participation in, or denied the benefits of, any academic or extracurricular program or educational opportunity or service offered by the district. The district will comply with the applicable statutes, regulations, and executive orders adopted by federal, state and municipal agencies. The district notes the concurrent applicability of the Individuals with Disabilities Act, Title II of the Americans with Disabilities Act and the relevant disability provisions of Alaska law.

Inquiries or complaints may be addressed to the district's Equal Employment Opportunity Executive Director, who also serves as the Title IX and ADA/ADAAA Coordinator, ASD Education Center, 5530 E. Northern Lights Blvd, Anchorage, AK 99504-3135 (907) 742-4132, or to any of the following external agencies: Alaska State Commission for Human Rights, Anchorage Equal Rights Commission, Equal Employment Opportunity Commission, the Director of the Office for Civil Rights-U.S. Department of Education or Office of Civil Rights-U.S. Department of Health and Human Services.

ASD Substitute Dispatch reserves the right to change, amend, modify, suspend, continue or terminate all or any part of the Substitute Handbook either in an individual case or in general, at any time without notice.