

# 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  
[talentmanagement@asdk12.org](mailto:talentmanagement@asdk12.org)

## **Anchorage School District Substitute Handbook**

Dear Fellow Education Professional,

Welcome! We are pleased 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. 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. While this is highly useful information, please remember that the information in this handbook is an overview and is not intended to supersede district policy and/or federal or state law.

If at any time you need assistance in your role as a substitute, please do not hesitate to contact us in the Talent Management Department at [talentmanagement@asdk12.org](mailto:talentmanagement@asdk12.org).

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## Important Information for Working with ASD

Welcome to the team! Your hire documents have been forwarded for setup in our systems. This setup can take up to a week. Once setup is complete you will have access to email, Absence Management, clocking in/out, and other ASD systems. Please read the below carefully as it provides essential information on working for ASD.

### Important Information

#### Important Policies for Substitutes

You are responsible for reviewing the policies and resources linked below.

1. [ASD Adult Student Boundaries and Ethics Handbook](#)
2. [ASD Safe and Drug Free Workplace Policy](#)
3. [Substitute Handbook and Absence Management Guide](#)

#### Other Useful Links

1. [ASD school year calendar](#)
2. [Information on the individual ASD schools](#)

#### ASD Websites and Systems

Once your personnel record is set up you will be able to log into ASD systems. (This set up can take up to a week)

To log in the first time:

1. Go to the main ASD website at <https://www.asdk12.org>.
2. At the top right, click to open the *Employee Options* menu and choose *Login Portal*. You will be prompted to log in using your email address.
  - a. Your email will use the format: lastname\_firstname@asdk12.org
  - b. The default password is: Lastname The first letter is capitalized. If your last name is less than five characters, add letters from your first name.
3. Stay on the Login Portal page of applications. You must next set up Multi Factor Authentication (MFA), otherwise you will not be able to log in when you are not on the ASD network. [Click here to view instructions on setting up MFA.](#) Please note that the article includes several methods for setup, some include a mobile phone app, but others just require a phone number.

If you have difficulty setting up your login access or Multi Factor Authentication (MFA), please contact our IT Service Desk at 907-742-4615 or [servicedesk@asdk12.org](mailto:servicedesk@asdk12.org).

## Useful Applications

The Login Portal mentioned above links to the applications used by ASD staff. Some applications important to substitutes are:

- ASD Webmail: Regular communication is via ASD email. Please check it regularly and remember that it is not for personal use.
- Frontline Applications: Includes Absence Management, the sub management system used to obtain substitute jobs.
- District Connection: Your Employee ID/Pin can be found here.
- EmpCenter: Timecard

## Obtaining Substitute Jobs in Absence Management

Log into Absence Management:

1. From the Login Portal, click *Frontline Applications*. Click *Absence Management*.
2. On first log in, look for and customize settings such as whether you want to receive phone calls offering jobs. If you do not adjust this setting, the system will automatically call you every weekday to offer you substitute jobs.
3. Once you are set up, use it to find and accept jobs. Be sure to check it regularly for new sub jobs or changes to existing jobs.

The [Substitute Handbook and Absence Management Guide](#) contains instructions on using the Absence Management system.

## To obtain your employee ID & Phone PIN:

1. From the Login Portal click *District Connection*. In the right column scroll down and click *Employee ID information*.
2. Ask the school front office staff to look up your employee ID in our personnel system. The office staff can also assist with instructions for using the time clock.

## Receiving Pay

Substitutes are paid biweekly. Clock in and out using your employee ID (pin) and the building's time clock.

## Voluntary Substitute Training

ASD provides online substitute training. These classes are voluntary and compensation is not offered. To view the available classes and enroll:

1. From the Login Portal click *Frontline Applications*. Click *Professional Growth*.
2. In Professional Growth, in the left column click *Resource Library*, then click *Browse Library*.
3. In the search box type 'substitute' and press *Enter*.

## **Retired Anchorage School District Employees**

We love to have our retired ASD staff 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.

### **Important Contact Information**

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

Talent Management: Phone: 907-742-4128 or [talentmanagement@asdk12.org](mailto:talentmanagement@asdk12.org)

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

ASD's Substitutes Site: <https://www.asdk12.org/subs>

Employee Relations: 907-742-4007

## Tips for Successful Substituting

- Remember to check your jobs in the system prior to leaving home to make sure there haven't been any changes to the job.
- 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 Talent Management for further assistance.
- If you prefer to work at specific schools, you can mark these schools in your Absence Management account. You can also introduce yourself to the school front office to start a connection with the employees there.
- If you are subbing at an elementary school or a PE position, keep in mind that you may work noon duty and bus duty outdoors, so dress appropriately for the weather.
- If you are a substitute teacher and are interested in subbing at middle or high schools, be sure to check whether the subject taught is a good fit.
  - Check the job for any notes on subject matter, or
  - Go to the main ASD website, click Schools, and find the school's website. The staff list should show what the person teaches.
- We recommend that substitute teachers introduce themselves to the teachers in the classrooms on either side to start a relationship.
- We have a sub teacher booklet with tips on subbing and exercises for kids available at our Talent Management counter.

## About Our Types of Substitute Positions

Substitute positions cover both classified and certificated positions in the Anchorage School District. For current pay rates, please see <https://www.asdk12.org/subs>.

### Certificated Substitute Positions

Certificated substitutes support students in our classrooms. They are paid as half or full day assignments. They fall into several categories, with slightly different requirements for hire for each:

- Substitute teachers; requires a bachelor's degree
- Substitute nurses; requires an Alaska nursing license

Certificated substitute positions are either full or half day. A full day assignment is any assignment more than four hours, a half day assignment is four hours or less.

### Long-Term Substitute Teacher Assignments

Long-term assignments are for substitute teacher positions only. They require current Alaska educator certification. A long-term assignment is an extended substitute teaching assignment used to fill a vacant position or cover for an employee out on long term leave.

- A long-term substitute teacher has responsibilities for lesson planning, parent communications, grading, and the many other duties of a full-time teacher. An increase in pay is provided consistent with these extra duties.
- Long-term assignments are identified and authorization requested by the school principal.
- 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.

### Classified Substitute Positions

Anchorage School District

Classified substitutes support our school and department offices and classrooms. These positions require a high school diploma or equivalent. They are paid hourly. They fall into several categories:

- Substitute paraprofessional educator



- Substitute clerical: Library assistant, secretary (typing/clerical), administrative assistant
- Substitute Security: Safety security at a school
- Pre-approved substitute support

## Information on Special Education Programs and Duties

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

Our substitute paraeducators 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 paraeducators 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 907-742-4236 if you have further questions.

### **Life Skills 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 paraeducators. 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.).

### **Structured Learning 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 Paraeducator**

- 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.

## 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 encouraged to accept as many substitute jobs as possible.
  - Note that jobs are no longer available to accept after a half hour before the job starts.
- 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, and report to the office before leaving. 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 with the 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.
- You are expected to report for your assignment by the start time of the job.
- 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 the Talent Management Department at 907-742-4128 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 termination.

- You will perform the duties assigned to the employee you are replacing unless reassigned by the principal or their designee.
- Substitute teachers perform the duties of the teacher they are filling in for, 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.
- 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

Substitute employees 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

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

- 0410 Nondiscrimination in District Programs and Activities
- 0411 Service Animals
- 3513.3 Drug Free Campus
- 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

### Conduct with Students and Staff

- Make it a point to introduce yourself to a neighboring teacher or office coworkers in case assistance should be needed during the day.
- 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.
- 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 student or adult.

### **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 Frontline Professional Growth to sign up.
- If you have questions about safety issues, please contact the school's main office.

### **Tobacco, E-Cigarettes, Alcohol, and Drugs**

The Anchorage School District is a tobacco (including vaping/e-cigarettes), 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. School personnel will enforce these policies. As a public employer we may perform randomized testing or require employees to undergo drug or alcohol testing based on reasonable, articulated suspicion or belief of on-duty use or impairment. For questions regarding these policies, please contact Employee Relations at 907-742-4007.



## Resigning/Removal From the Substitute Roster

1. If you wish to end your substitute employment with the Anchorage School District, please complete a Notice of Resignation, form #516 and return it to the Talent Management Department. The form is 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 *Resigning from ASD*. At the top of the page, click the link for the Notice of Resignation e-signature form for employees.
2. A substitute who performs unsatisfactorily or is non-compliant with Talent Management 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 Substitute Dispatch and Labor Relations 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: 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 the workday. 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 907-742-4615.

**Q: How do I stop the automated phone calls asking me to substitute?**

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 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 payroll@asdk12.org.

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

A: ASD offers a wide variety of online training opportunities in Frontline Professional Growth.

**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.

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



Please be aware that Absence Management is not associated with the timeclock system. Be certain to clock in and out each day.

### 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						
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**

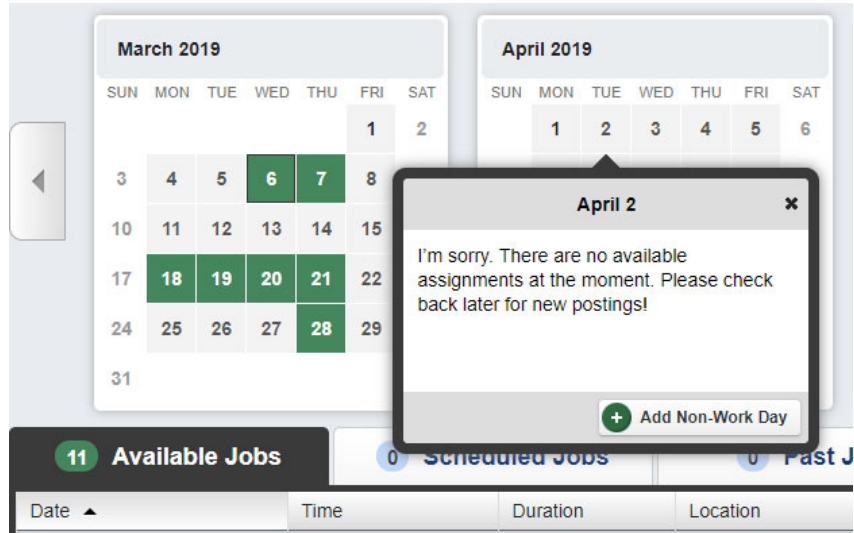
Don't Call Me

Call me during the district call times

Call me between  and

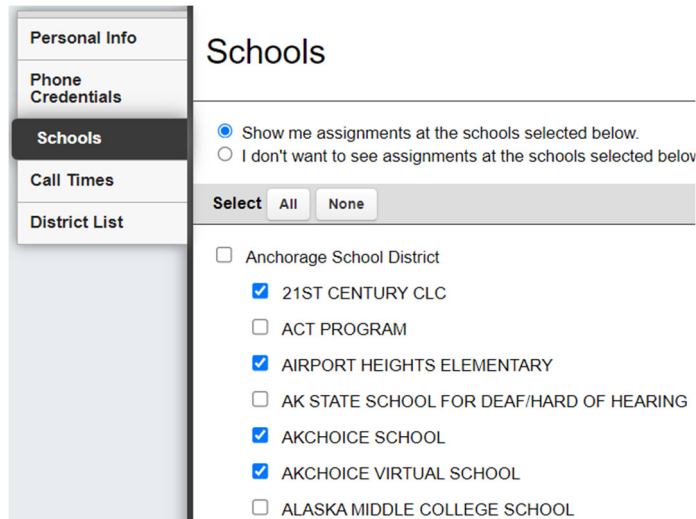
## Adding Non-work Days

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, cancel your acceptance as soon as possible. On the home screen, click on the tab *Scheduled Jobs* and click *Cancel* to the far right of the job information. Call the school immediately to let them know you cancelled to allow for as much time as possible to find a replacement.

6 Available Jobs		1 Scheduled Jobs		3 Past Jobs		1 Non Work Days	
Date	Time	Duration	Location				
VINALES, VIRGINIA Spanish 9-12				✗ Cancel			
Office							
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' (with a masked value), 'Phone PIN' (with a masked value), '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.