

Job Summary

Are you looking for a flexible work schedule and an opportunity to make a difference in a student's life? The Anchorage School District offers a number of substitute nurse job opportunities. Substitute nurses substitute for school nurses throughout the district. Substitute nurses find jobs through the Absence Management (Aesop) system, where they may accept an open job or be requested by a site. It is the expectation of the district that the substitute work a minimum of one day a month; however substitute nurses are considered at-will employees and are not guaranteed continuous employment.

Job Requirements

The following are required:

1. A bachelor's degree in nursing from an accredited college or university.
2. Positive references indicating successful work experiences.
3. Completion of a successful background check.
4. Professional appearance, being clean and well-groomed with appropriate clothing for the school and assignment.

Substitutes wishing to work long-term assignments (lasting longer than 19 consecutive days) must, in addition to the above, have:

1. A valid Alaska type C certificate.

Note: if you have retired from Anchorage School District as a teacher and were on a plan of improvement prior to your resignation or termination, you are not eligible to become a substitute teacher.

The following are preferred:

1. A valid Alaska type C certificate in nursing from the State of Alaska.
2. Experience working with children.
3. Experience working as a nurse in a public education system.
4. Evidence of the flexibility necessary to work in a variety of educational settings.
5. Flexibility to work varied hours and assignments.

Compensation

Substitute nurse jobs are either half or full day assignments.

1. Substitute nurses are compensated at the rate of \$150 per full day assignment, \$75 for half day, for up to 19 consecutive workdays.
2. Long-term substitute nurses working over 19 consecutive days in the same assignment are compensated at a rate of \$255 per full day.
3. There are no medical or PERS/TRS retirement benefits associated with substitute positions.
4. Under Alaska Statute 23.20.381(e)(i), unemployment benefits based on service to an educational institution may not be paid to an individual in a period between two successive academic years if the individual has reasonable assurance of performing similar duties during the next school term.

A substitute nurse must complete and submit to the Human Resources Department the following, prior to starting work:

1. Online application, including transcripts showing a bachelor's degree in nursing or current Alaska type C certificate in nursing.
2. Hiring packet from the Human Resources front counter, including:
 - a. Substitute teacher data form
 - b. Federal Employee Withholding Allowance form (W-4)
 - c. Employment Eligibility Verification form (I-9)
 - d. ASD internet user agreement
 - e. Direct deposit authorization
 - f. Military base access for if JBER installation jobs are desired.
3. Interested person's report from the Alaska State Trooper's office, 5700 Tudor Road. The nonrefundable cost is \$20.00 and the report must be less than 30 days old.

Essential Job Functions

1. Performs the duties assigned to the school nurse the substitute is replacing, with the district's understanding that the substitute does not necessarily have the educational preparation or experience matching or exceeding the nurse they are replacing.
2. Provides nursing services including:
 - a. Immunization status review
 - b. Screenings
 - c. Treatments
 - d. Medications
 - e. Diabetes and seizure management
3. If emergencies occur, may fill in for other duties.
4. May perform a nurse's common out-of-classroom assignments, such as hall duty, lunch coverage, recess, bus duty, etc. This can be part of the regular nurse's assignment or fit the other related duties associated with a teaching position.
5. Checks in with the principal/designee and checks out before leaving the assignment.
6. Reports to the classroom within one hour from the time the assignment is accepted.
7. A complete listing of more detailed job requirements, rights, and responsibilities can be found in the Substitute Handbook.

Physical /Mental Demands

The physical demands of this job require frequent standing, walking, sitting, speaking and hearing. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing less than 40 lbs. Additionally, the employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict and make effective decisions under pressure. The employee must have the ability to effectively manage the stress of working with students, parents, and other employees representing diverse cultures, personalities, and work styles in a dynamic work environment.

The Anchorage School District is committed to providing reasonable accommodations, according to applicable state and federal laws, to all individuals with a qualified physical or mental disability.

Work Environment

Work is performed in a professional environment with a wide variety of individuals having differing functions, personalities and abilities, including working with diverse groups of people in a variety of different settings.

While performing the duties of this job the employee may be regularly exposed to a video display. The employee may be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Additional Job Information

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job related duties as requested by any person authorized to give instructions or assignments.

Anchorage School District (ASD) employees must possess the ability to read and write in English. This also includes the ability to communicate in English with school staff, co-workers, and the public; as well as have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

Offers of employment are contingent upon completion of a satisfactory criminal background check.

This position may be required to work in ASD facilities on the military installations (JBER). Please visit <https://www.dhs.gov/real-id-enforcement-brief> for additional information.

The Anchorage School District is an equal employment opportunity employer.