

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 teacher job opportunities. Substitute teachers substitute for classroom teachers throughout the district, and duties may be adjusted based on building need determined by the principal. Substitute teachers 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 teachers are considered at-will employees and are not guaranteed continuous employment.

Job Requirements

The following are required:

1. A bachelor's degree 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 teaching 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 teaching certificate from the State of Alaska.
2. Experience working with children.
3. An understanding of the public education system.
4. Evidence of the flexibility necessary to work in a variety of educational settings and classrooms.
5. Flexibility to work varied hours and assignments.

Compensation

Substitute teacher jobs are either half or full day assignments.

1. Substitute teachers 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 teachers 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 teacher must complete and submit to the Human Resources Department the following, prior to starting work:

1. Online application, including transcripts showing bachelor's degree or current Alaska educator's certificate
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 teacher 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 teacher they are replacing. Successful substitute teachers:
 - a. Understand how students learn and develop, and apply that knowledge in their substitute practice.
 - b. Establish and maintain standards of pupil behavior to achieve an effective learning atmosphere.
 - c. Teach students with respect for their individual and cultural characteristics.
 - d. Follow the lesson plans and instructional materials.
 - e. Help translate lesson plans into developmentally appropriate learning experiences.
 - f. Create and maintain a learning environment in which all students are actively engaged and contributing members.
 - g. Supervise a safe classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
2. If emergencies occur, may fill in for other duties, such as covering another classroom.
3. May perform a teacher's common out-of-classroom assignments, such as hall duty, lunch coverage, recess, bus duty, etc. This can be part of the regular teacher's assignment or fit the other related duties associated with a teaching position.
4. Checks in with the principal/designee and checks out before leaving the assignment.
5. Corrects written work completed during the assignment and leaves the results for the regular teacher.
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 Teacher 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.