

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 classified substitute job opportunities. Classified substitutes are substituting for teacher assistants, special education teacher assistants, clerical staff, and safety security staff. Substitutes find jobs through the Absence Management system, where they may accept an open job or be requested by a site. We encourage our substitutes to accept jobs in a variety of job types at a variety of school locations to find their best fit. Classified substitutes are considered at-will employees and are not guaranteed continuous employment.

Job Requirements

The following are required:

1. A high school diploma or equivalent.
2. Completion of a successful background check.
3. Professional appearance, being clean and well-groomed with appropriate clothing for the school and assignment.

The following are preferred:

1. Experience working with children.
2. An understanding of the public education system.
3. Evidence of the flexibility necessary to work in a variety of educational settings and classrooms.
4. Flexibility to work varied hours and assignments.

A classified substitute must complete and submit to the HR Talent Management Department the following, prior to starting work:

1. Online application
2. Hiring packet from the HR Talent Management front counter, including:
 - a. Federal Employee Withholding Allowance form (W-4)
 - b. Employment Eligibility Verification form (I-9)
 - c. ASD internet user agreement
 - d. Direct deposit authorization
 - e. 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.

Job Functions

The following classified substitute positions are available. There are no medical or PERS retirement benefits associated with substitute positions.

1. Substitute Clerical—\$14.00 per hour:

Clerical substitutes provide support in an office setting that receives office visitors, answers telephones, and makes copies, among other duties as assigned.
2. Teacher Assistant—\$14.00 per hour:

Teacher Assistants provide support to a teacher and students in a classroom setting, among other duties as assigned.
3. Special Education Teacher Assistant—\$14.00 per hour:

Special Education Teacher Assistants provide support to a teacher and students in a classroom setting supporting special education students, among other duties as assigned.
4. Substitute Security—\$18.24 per hour:

Security substitutes provide safety support and security in our middle and high schools, among other duties as assigned.

Note: 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.

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. For certificated positions, this is in addition to the background check conducted through the certification process with the Alaska State Department of Education and Early Development (DEED).

This position may be required to work in ASD facilities on the military installations (JBER). Please visit the government [REAL ID website](#) for additional information.

The Anchorage School District is an equal employment opportunity employer.