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Anchorage School District (/)

Educating All Students for Success in Life (/)

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Work for ASD

Substitute employment

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Substitute positions at ASD

Certificated

Certificated substitute positions – teachers and nurses

It is the expectation of the District that the Substitute will work a minimum of one day a month.

How to apply

If you have a bachelor's degree OR valid Alaska Teaching Certificate and are interested in applying for a substitute teaching position, please stop by the Human Resources front desk at the Education Center, 5530 E. Northern Lights Blvd., to request a sub-teacher packet. Complete and return the items listed below to the HR front desk and fill out [an online application \(http://www.applitrack.com/anchorage/onlineapp/\)](#). Please call 907-742-4115 with questions.

Once you are authorized to work as a Substitute teacher, training opportunities will be offered regarding classroom management. Be sure and look for the training flyer in your hire paperwork.

- Data form
- W-4
- I-9

- Online application
- Valid/current Teaching certificate from the United States
- Criminal record search from the Alaska State Troopers
- Bachelor degree without a Valid/current Teaching certificate you will need a fingerprint receipt
- 2 letters of recommendation - must be signed and dated (may be scanned to your application)
- Official or clear copies of your official transcripts (may be scanned to your application)
- Internet agreement
- Direct deposit authorization
- Military base access if base school jobs are desired

Pay schedule for sub teachers

0-20 days	\$150/day
Long term sub*	268.00/day

[\(\[HTTP://WWW.FACEBOOK.COM/ANCHORAGESCHOOLEDISTRICT\]\(http://www.facebook.com/anchorageschooldistrict\)\)](http://www.facebook.com/anchorageschooldistrict)



[\(\[HTTP://WWW.TWITTER.COM/ASD_INFO\]\(http://www.twitter.com/asd_info\)\)](http://www.twitter.com/asd_info)



Get answers to commonly asked questions, see the [substitute teacher FAQ \(/subs/substitutefaq/\)](#).

[\(\[HTTP://WWW.YOUTUBE.COM/ANCHORAGESD\]\(http://www.youtube.com/anchorageasd\)\)](http://www.youtube.com/anchorageasd)



[\(\[HTTP://INSTAGRAM.COM/ANCHORAGESCHOOLEDISTRICT/\]\(http://www.instagram.com/anchorageschooldistrict/\)\)](http://www.instagram.com/anchorageschooldistrict/)

Classified

Classified substitute positions – special education teacher assistants, clerical, safety and security. It is the expectation of the District that the Substitute will work a minimum of one day a month.

Student nutrition substitutes – Please see the [Classified page » \(/classified/\)](#)

How to apply

If you have a high school diploma or GED and are interested in applying for a Classified substitute position, please stop by the Human Resources front desk at the Education Center, 5530 E. Northern Lights Blvd., to request a Classified sub packet. Complete and return the items listed below to the HR front desk and fill out an **online application** (<https://www.applitrack.com/anchorageclassified/onlineapp/application.aspx?starting=true>). Please call 907-742-4115 with questions.

- Data form
- W-4
- I-9

- Online application
- High school diploma or GED
- Criminal record search from the Alaska State Troopers
- Internet agreement
- Direct deposit authorization
- Military base access if base school jobs are desired

Pay schedule for classified substitutes

Clerical	\$14.00/hr
Teacher Assistant	\$14.00/hr
Special Education Teacher Assistant	\$14.00/hr (may require lifting, diapering and feeding)
Safety Security	\$18.24/hr

Special notes for certificated and classified substitutes

- **Student interns** – Please submit official transcripts or clear copies of your official transcripts with your bachelors posted to Human Resources Department. You may upload your transcripts to your application in Applitrack.
- **PE, art and music** – These jobs may be itinerant. This means you will travel to multiple sites during the course of the day. Please read/listen carefully to "special instructions" for jobs of this type. If you cannot or are not willing to travel please cancel out of the job more than one hour before start time.
- **Canceling a job** – If you must cancel a job right before the start of the job, please call subdispatch and the school and let them know you are canceling.
- **Illness** – If you know you are not feeling well, please do not accept a job. This creates a problem for the school if you need to leave halfway through the job.
- **Military base access passes** – Security rules for access to Joint Base Elmendorf-Richardson are in effect.

