

Anchorage School District

Substitute Teacher Handbook

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Eligibility and Training

To be **eligible** for placement on the SubFinder System you must:

- Have a bachelor degree; **AND**
- Complete the substitute teacher application packet; **AND**
- Successfully complete the computer based training through ASD Training & Professional Development, Department.

To **become** a substitute teacher you must:

1. Complete and submit the on-line application found through the employment link on the Anchorage School District website: www.asdk12.org **AND**
2. Submit the **completed** substitute teacher application packet provided by the Human Resources Department to the HR front desk.
3. Call Training and Professional Development at (907) 742-3846 or (907) 742-3844 to schedule computer based training.
4. Schedule and attend substitute teacher Face-to-Face training if required. (See description of training in next section.) Contact Training and Professional Development at (907) 742-3846 or (907) 742-3844 for dates and information.

What is Face-to-Face Training?

- **REQUIRED** for substitutes with less than one year's teaching experience in their own classroom.
- Optional **ONLY** for experienced teachers (those with more than a year of experience in their own classroom.)
- A brief review of the substitute handbook.
- A focus on behavior management and safety.
- Resources and practical ideas.

What is Computer Based Training?

- **REQUIRED** for all new Anchorage School District Substitute Teachers **PRIOR to substituting.**
- Allow at least 1.5 hours to complete the training. **Training must be completed in the Training & Professional Development office.**
- Call Training and Professional Development at (907) 742-3846 or (907) 742-3844 for dates and information.

Application Requirements

Regular Substitute Teacher

1. All Applicants **MUST** complete the following:
 - On-line application for Substitute Teacher Position
 - Substitute Teacher Application Packet (pick up from ASD – Human Resources/HR)
 - Substitute Teacher Data Form (in packet from HR)
 - Federal Withholding Tax Form (in packet from HR)
 - Employment Eligibility Verification Form (in packet from HR)
 - Internet Agreement (in packet from HR)
 - Computer-based training (**Schedule training once packet is turned in**)
2. Submit the Following:
 - Official transcript showing bachelor's degree earned (scan into AppliTrack or submit with packet to HR)
 - Two letters of recommendation (OR submit electronic references on-line)
 - Copy of current Alaska Teaching Certificate (optional)
 - **Interested persons report no more than 30 days old.** Applicant **must** provide the HR Department with an interested Persons Report indicating **no record of criminal convictions**. If you are currently on probation you will not be considered until your probation is completed. The report may be obtained from the **State of Alaska Department of Public Safety** (\$20 fee), 5700 Tudor Road (Monday – Friday 8:15 am – 4:00 pm).
 - **Receipt for fingerprint report obtained from an authorized source dated within six months of application submittal.** Authorized sources for ASD include:

CasTech Fingerprinting Services.....	337-5002
Independent Fingerprinting Consulting Inc.....	338-6066
Hi-Tech Inkless Fingerprinting	563-4659

Long Term Substitute Teacher

1. To be eligible for long-term assignments the substitute **MUST** meet all requirements of substitute teacher (**MUST COMPLETE 1 & 2** for regular substitute teacher) **AND** possess a current State of Alaska Teaching Certificate.

These types of certificate **ARE NOT** valid for a long-term position:

- **Retired (lifetime)** Certificate
- **Type C Special Services** Certificate
- **Type M Limited** Certificate

Application Requirements Continued

Student Teachers/Interns interested in being a Substitute **MUST** submit:

ALL STUDENT TEACHERS/INTERNS must submit:

- Online Substitute Application (indicating sites/positions for subbing)
- Alaska Student Teaching Authorization form (or Teaching certificate)
- Federal Withholding Tax Form (W-4) (in packet from HR)
- Employment Eligibility Verification Form (I-9) (in packet from HR)
- Internet Agreement (in packet from HR)
- WILL NOT NEED TO COMPLETE the computer based training until finished with prep program or until the student intern would like to be a substitute teacher.
- **Interested persons report no more than 30 days old.** Applicant **must** provide the HR Department with an interested Persons Report indicating **no record of criminal convictions**. If you are currently on probation you will not be considered until your probation is completed. The report may be obtained from the **State of Alaska Department of Public Safety** (\$20 fee), 5700 Tudor Road (Monday – Friday 8:15 am – 4:00 pm).
- **Receipt for fingerprint report obtained from an authorized source dated within six months of application submittal.** Authorized sources for ASD include:

CasTech Fingerprinting Services.....	337-5002
Independent Fingerprinting Consulting Inc.....	338-6066
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Student Teacher/Intern (completed prep program with ASD)

Student interns who have **completed** their preparation program and wish to sub for the remainder of the year **must** complete the following:

- Computer based training (within 30 days of application)
- Letters of recommendation/professional references
- Data form to sub dispatch

“Just” retired Anchorage School District Teacher

ASD teachers retired in the previous school year must submit:

- Online retired ASD teacher application
- Substitute teacher data form
- Federal Withholding Tax Form (w-4)
- Employment Eligibility Verification Form (I-9)

Rate of Pay

Substitute teachers will receive a daily wage in compliance with the existing negotiated salary schedule.

Level I

0-20 days at \$120/day (substitute must invest 20 days of service **each year** to qualify for Level II pay)

Level II

21+ \$140/day Retired ASD teachers start initially at \$140/day

Level III

Long-term placement on Step 0 plus educational attainment (see Long-term Assignments)

Type of Assignment

The Anchorage School District will not compensate a substitute teacher for more than a full day on any given assignment. *Example:* If a substitute teacher accepts a morning position for 4 hours and 15 minutes and then accepts an afternoon position at 4 hours, the substitute will only be compensated for one full day.

Full Day Assignment

Any assignment more than four hours is considered a full day assignment.

Half Day Assignment

Any assignment four hours or less is considered a half day assignment.

No Employee/Supplementary Assignment (Roving Sub)

When the substitute is not replacing a specific teacher and the school needs an extra person to help in the classrooms or around the school.

Long Term Assignment

A long term assignment is an assignment consisting of 20 or more consecutive, full or partial workdays in the same assignment without a break in service. An absence does not include legal or school holidays; emergency Leave, A, C, Legal Leave, Religious Leave, Emergency Closures, in-service/parent teacher conference days.

For any assignment that is known in advance and will be 20 or more days, the sub will receive long-term pay from the beginning date of the job. A long-term contract must be signed by both the long-term sub and the principal. **The long-term substitute contract shall represent notice of, and the statement of, and the cause for non-retention.**

Responsibilities

- 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.
- The substitute teacher is to be familiar with the Student's Rights and Responsibilities document.
- NEVER touch a student, especially in anger, not even to grab an arm, coat or collar. If words don't solve the problem, get assistance immediately.
- In extraordinary circumstances, a substitute teacher may be required to use reasonable and necessary physical restraint to protect the teacher, student(s) or others from physical injury. If this occurs contact the office immediately.
- Substitute teachers do not have to fill out timecards but are required to sign in and out at the office of each school in which they work.
- Substitute teachers must report to the school's administrative assistant (front office) or principal, upon arrival and completion of an assignment. You must sign in and out, this includes leaving for lunch.
- **SAFETY** is your most important responsibility. Locate emergency information and equipment in the classroom. Read and familiarize yourself with emergency procedures for lock down, stay put, earthquake/fire drills and other disaster and crisis response as well as the classroom monitoring plan (i.e. student use of restroom, pass system, pull-outs, etc.) If you have questions about safety issues contact the front office.
- If the substitute teacher can not report to a job they accepted, they must call the school and take themselves out of the job on SubFinder. **If it is past the deadline to cancel out (1 hour before start time), you must contact Sub Dispatch at 742-4133 or 742-4128 AND the school. If not, you will be considered a NO SHOW and be removed from the SubFinder system.**
- Upon accepting an "ASAP" dispatch, the substitute is expected to report to the classroom within one hour from the time the assignment is accepted, regardless if the assignment has already begun. *Example:* If a substitute gets a call from the SubFinder system at 10:00 a.m. for a job that began at 9:00 a.m., the substitute must report to the job no later than 11:00 a.m.
- When a substitute signs in at noon for a job that started at 10:30 a.m. the sub will be paid for a half day only.
- It is the responsibility of the substitute to keep a log/journal of all assignments. (If SubFinder fails, the substitute will have a record of assignments.)

- A substitute teacher who has accepted a job may only be released from the job to:
 - Extend a current sub assignment
 - Accept a long-term assignment
 - Due to personal emergency/illness
- The sign-in time can change a full-day job to a half-day job if there are less than 4 hours left to work.
- Substitute teachers perform the duties assigned to the teacher the substitute is replacing. (Unless an emergency occurs and the substitute is called upon or requested to accept additional duties which a teacher would commonly accept.) Substitute teachers should not be assigned office duties, etc., unless they voluntarily agree to accept those duties.
- The substitute should check in with the principal/designee before leaving the school for a possible return assignment.
- The substitute teacher should direct any questions or problems regarding a particular school or assignment to the principal/supervisor.
- The substitute teacher is to correct written work completed during the assignment and leave the results for the regular teacher.
- The substitute teacher is to follow the lesson plans left by the regular classroom teacher.
- The substitute teacher is responsible for making sure they receive a job number, even if it is a pre-arranged job.
- The substitute teacher is to notify Human Resources Department of any change in name, address, or phone number on the **Change in Personnel Record Form (Personnel #511)**.

Removal from SubFinder

Reasons for Removal

1. A substitute may choose to terminate employment
 - A substitute may initiate removal from the SubFinder System by completing a Notice of Resignation form #516. The form may be picked up from the Human Resources Department or from the District's website (Forms & Publications)
2. A substitute who performs unsatisfactorily or is non-compliant with Human Resource procedures may be removed from service.
 - A. A supervisor advises the substitute of poor/unsatisfactory performance and recommends action within 48 hours of the occurrence or 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 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 written summary to the Director of Human Resources for action within seven (7) working days of the occurrence or the supervisor's first knowledge of the occurrence, detailing the substitute's unsatisfactory performance, including:
 - Date of occurrence
 - Type of assignment (grade level, classroom etc.)
 - Description of poor or inappropriate behavior
 - Nature of unsatisfactory performance (major or minor instance)
 - Summary of conference with substitute
 - 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 SubFinder System and employment with the Anchorage School District terminated after three occurrences of reported poor/inappropriate performance, or a single major incident of poor/inappropriate performance.
4. A substitute may be removed from SubFinder System and employment with the ASD terminated when failing to show up for an assignment for which they have accepted, or if leaving before being released by the building administrator. (i.e. If the substitute leaves before being released, NO PAY will be received and the substitute will be removed from the SubFinder System.)

Frequently Asked Questions (FAQ)

Q: What is considered a half day assignment?

A: For substitute teachers, a half day assignment is a job that is four hours or less.
Example: Noon – 4:00 pm or 10:30 am to 2:30 pm

Q: What is the difference between pre-arranged and requested?

A: A pre-arranged substitute knows about the job before it is put into the SubFinder System. A requested substitute is put into the system and SubFinder calls the substitute to notify them that they are being requested for an assignment.

Q: If I am asked to fill in another classroom during my conference period, do I need to go? Do I get paid more?

A: You are required to fill in another classroom during the conference period if asked. You will only be asked to do this if there is an emergency and there is a need. You will not get paid more when you fill in for another classroom during the conference period.

Q: What should I do if I'm going to be late?

A: If you are going to be late to your job, you must call the school that you're expected to report to so you are not considered a "No Show" and your job is not given to someone else. You may also leave a message with Sub Dispatch.

Q: What is the difference between my PIN number and my ID number?

A: Your PIN number is your Personal Identification Number.
Your ID number is the five digit number provided to you by Sub Dispatch.

Q: Should I leave a note to the employee for whom I filled in for?

A: As the substitute employee, you should always leave a note. If you leave a note, the employee will most likely call you back to substitute for them in the future.

Q: Do I get paid if school is cancelled?

A: No, information about school cancellations or a late schedule will be posted on the ASD website by 5:00 a.m. the day of the disruption/cancellation.

Q: How do I stay on as a sub for the next school year?

A: All substitutes must work at least five days each year to automatically remain on the SubFinder System for the following year.

Important Numbers & Information

Automated SubFinder System..... 742-4651
Substitute Dispatch 742-4128
 Or 742-4133
 Email..... ively_elaine@asdk12.org
 Email..... hester_kathleen@asdk12.org
Training & Professional Development..... 742-3844
ASD Website www.asdk12.org

- Remember to check your assignments daily.
- If you do pre-arrange a job, be sure to have a job number.
- Write down all the information for each assignment you accept through SubFinder or WebConnect.
- If you are not receiving assignments through SubFinder call Substitute Dispatch.

Notes for Teacher

Substitute Name: _____

Date: _____ Times: _____

Email/Phone (If you have questions): _____

Teacher 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:

Job Tracking Sheet

Job #	Employee Name	Start Date & Time	End Date & Time	School