

13-14

**Substitute Teacher
Handbook**

Table of Contents

Eligibility	2
Becoming a Substitute	
Application Requirements	3
Substitute Teacher	
Long Term Substitute Positions	
Student Intern	4
Retired ASD Teacher	
Rate of Pay	5
Type of Assignment	5
Responsibilities	6
Removal from Sub Finder	8
Frequently Asked Questions (FAQ)	9
Important Numbers & Information	10
Notes for Teacher	11
Job Tracking Sheet	12

Eligibility Criteria

All sub teacher applicants must meet the **ALL of the following criteria:**

1. Have a bachelor degree.
2. Have a valid Alaska teaching certificate. (Tier I, II, III, or Retired)
 - ❖ **Note:** Former ASD teachers who were on a plan of improvement immediately prior to retirement, resignation or termination are not eligible to become a substitute teacher.
3. Complete and submit the **Substitute Teacher Application Packet**. This packet provided by the Human Resources Department front desk.
 - ❖ **Note:** Applications from applicants who are currently on probation will not be considered until the probationary period is over.
4. Complete and submit the on-line sub teacher application.

Applicants who do not meet ALL of the above criteria will not be considered.

Application Requirements

Regular Substitute Teacher

All Regular Substitute Teacher applicants **MUST SUBMIT** the following:

- **On-line application for Substitute Teacher Position**
- **Substitute Teacher Application Packet** (Pick-up from Human Resources/HR Department)
 - Substitute Teacher Data Form (in packet from HR)
 - Federal Withholding Tax Form (in packet from HR)
 - Employment Eligibility Verification I-9 Form (in packet from HR)
 - Internet Agreement (in packet from HR)
 - Direct deposit authorization
- **Official transcript** showing earned BA or BS degree (scan into AppliTrack or submit with packet to HR)
- **Two letters of recommendation** OR, submit electronic references on-line.
- **Current Alaska Teaching Certificate.**
- **Interested Persons Report no more than 30 days old.** Applicant must provide the HR Department with an interested Persons Report. The Interested Persons Report can be obtained from the **State of Alaska Department of Public Safety** (\$20 fee), 5700 Tudor Road (Monday – Friday 8:15 am – 4:00 pm). If you are currently on probation you will not be considered until your probation is completed.
- Military Base Assess if base school jobs are desired

Long Term Substitute Teacher

To be eligible for long-term substitute assignments the substitute teacher **MUST** meet all of the above requirements **AND** possess a current State of Alaska Teaching Certificate.

The following types of Alaska certificates **ARE NOT** valid for a long-term substitute teacher positions:

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

Application Requirements, Continued

Student Interns:

Student Interns are applicants that have not completed a university/college program but require a field experience in education. **ALL Student Intern applicants** must submit the following documents which are found in the Substitute Teacher Application Packet. The packet can be picked-up from Human Resources/HR Department):

- Field experience approved by the Anchorage School District
- Online Student Intern Application
- Alaska Student Teacher Certificate
- CRS or Interested Persons Report
- Federal Withholding Tax Form (W-4)
- Employment Eligibility Verification Form (I-9)
- Internet Agreement
- Sub Teacher Data Form
- Military Base access if you want to sub on base
- Direct Deposit Authorization

Student Teacher Interns:

Student Teacher Interns are applicants who have **completed** a university/college teacher preparation program and wish to sub for the remainder of the year. Student Teacher Interns **must** complete the following:

- Two (2) Letters of recommendation/professional references
- New Data form to sub dispatch
- Online Substitute Application (indicating sites/positions for subbing)
- Official transcript showing earned BA or BS degree (scan into AppliTrack or submit with packet to HR)
- Finger Print receipt or Yellow card or AK Cert
- Military Base access if you want to sub on base
- Direct Deposit Authorization

“Just” retired Anchorage School District Teacher

ASD teachers who retired from the District during the previous school year may apply to become a substitute teacher. Retired teachers who were on a plan of improvement immediately prior to retirement are not eligible to become a substitute teacher. Retired teachers must submit the following:

- Online retired ASD teacher application
- Substitute teacher data form
- Federal Withholding Tax Form (w-4)
- Employment Eligibility Verification Form (I-9)
- Military Base access if you want to sub on base
- Direct Deposit Authorization

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+ days at \$140/day. Retired ASD teachers begin at this rate.

Level III

Long-term \$260.71/day placement on B0 Step

Type of Assignment

The Anchorage School District will not compensate a substitute teacher for more than a full day on any given assignments. *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, Legal Leave, Religious Leave **or** Emergency Closures.

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 attitude and appearance. This is defined as clean and well groomed, with appropriate attire.
- The substitute teacher is required to be familiar with the following ASD Board Policies:
 - Appendix A Statement of Rights and Responsibilities
 - 114 Nondiscrimination & Harassment
 - 114.1 Service Animals
 - 114.2 Inappropriate Behavior
 - 114.3 Sexual Harassment
 - 920 Adult/Student Boundaries
- **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 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't report to an accepted job, 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 in 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. We recommend substitutes keep a log/journal of all assignments

A substitute teacher who has accepted a job may only be released from the job to:

- o Extend a current sub assignment
- o Accept a long-term assignment
- o 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.
 - Sub 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 they are pre-arranged jobs.
- 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 discuss the performance issue with the administrator initiating the action.
 - C. A principal/supervisor submits a written "Substitute Teacher Exclusion Form" to the Sub Dispatch Supervisor for action within seven (7) working days of the occurrence or the principal/supervisor's first knowledge of the occurrence, detailing the substitute's unsatisfactory performance, including:
 - Date of occurrence
 - Type of assignment (grade level, classroom etc.)
 - Nature of unsatisfactory performance (major or minor instance) of poor or inappropriate performance
 - 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 after three (3) 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 when failing to show up three (3) times 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 the job is at so that they do not think you are a "No Show" and give your job 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 OR Social Security 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 subbed?

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 **and** have been in paid status during the past consecutive 12 month period to automatically remain on the SubFinder System for the following year. You must maintain an active AK State Teaching certificate.

Q: How do I request an accommodation?

A: The District provides accommodations to qualified individuals as required by law and policy. This includes ADA/ADAAA and/or other accommodations to remove barriers at work. Since substitute teachers are not assigned to any one location, persons needing accommodation should contact EEO Office to begin the ADA interactive process @ 742-4132.

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

ASD Website www.asdk12.org

Compliance/EEO 742-4132

- 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.

9/10/13

Notes for the Teacher

Use this template to leave follow-up notes for the classroom teacher:

Substitute Teacher's Name:

Today's Date: **Time(s):**

Substitute Teacher's 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:

