

Anchorage School District

SUBSTITUTE  
CLERICAL &  
T.A.  
HANDBOOK



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Feb 2008

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## **Application Requirements**

To be eligible for placement on the SubFinder System, the following items must be completed and on file in Human Resources:

- ◆ Application for Classified Position Form #1300
- ◆ Substitute Clerical/TA Data Form #1221
- ◆ Federal Withholding Tax Form (W-4)
- ◆ Employment Eligibility Verification Form (I-9)
- ◆ Interested Persons Report
  - ◆ Substitute must provide the Human Resources Department with an Interested Persons Report indicating no record of criminal convictions (fee \$20), which may be obtained from the **State of Alaska Department of Public Safety, 5700 Tudor Road, Monday - Friday 8:15 AM - 4:00 PM.**

## **Job Positions**

### **Substitute Clerical**

- ◆ Library Assistant
- ◆ Secretary
  - ◆ Typing/Clerical
  - ◆ Bookkeeper
  - ◆ Data Entry
  - ◆ Switchboard
- ◆ Teacher Assistant
  - ◆ Regular Classroom
  - ◆ Computer Lab
- ◆ Administrative Assistant
- ◆ Bilingual Tutor

### **Substitute Special Education Teacher's Assistant**

- ◆ Resource
- ◆ Special Programs
  - ◆ You may be required to do some lifting, diapering and feeding.

### **Security**

- ◆ Security

## Rate of Pay

Substitute Clerical \$12.60/hour

Library Assistant  
Secretary  
Teacher Assistant



Substitute Special Education

Teacher's Assistant \$12.60/hour  
Special Programs

Security \$18.24/hour

Retired ASD clerical employees working as substitutes, or current clerical ASD employees wishing to substitute over the summer shall be paid at a rate of \$15.00 per hour worked.

## Responsibilities

- ◆ The Anchorage School District 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.
- ◆ Immediately report to the Office after arriving to the assignment.

## **Responsibilities cont.**

- ◆ If the substitute does not report to an assignment that was accepted or notify Sub Dispatch (742-4128/ 742-4133) of their inability to report, they will be considered a "No Show" and will be removed from the SubFinder System.
- ◆ The substitute will perform the duties assigned to the employee the substitute is replacing, unless an emergency occurs.
- ◆ The substitute is to be familiar with the Students' Rights and Responsibilities document.
- ◆ Substitutes do not have to fill out time cards.
- ◆ The substitute is responsible for making sure they receive a job number, even if they are prearranged.
- ◆ Before leaving the school check with the Principal/ Designee for a possible return assignment.
- ◆ Direct questions and problems regarding a particular school/assignment to the Principal/Supervisor.
- ◆ Direct questions and problems regarding Sub Dispatch to the Director of Human Resources.

## **Responsibilities cont.**

- ◆ The Principal or his/her designee will do corrections/ adjustments to timecards.
- ◆ The substitute is to notify the Human Resources Department of any change in Name, Address, or Phone Number on the **Change in Personnel Record Form (Personnel #511)**.
- ◆ If the substitute can not report to an assignment they accepted, they must contact the school. If it's past the deadline to cancel out, they must also contact Sub Dispatch (742-4128/742-4133).
- ◆ 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 Sub Finder System at 10:00 a.m. for a job that already started at 9:00 a.m. the substitute must report to the job no later than 11:00 am.*

## Removal from SubFinder

### Reasons for Removal

- ◆ A substitute chooses to terminate employment.
- ◆ A substitute performs unsatisfactorily or is in non-compliance with Human Resources Dispatch procedures.

### Procedures for removal

- ◆ A substitute may initiate removal from the SubFinder System by completing the **Notice of Resignation form #516** located in the Human Resources Department.
- ◆ Supervisor verbally advises the substitute of poor/unsatisfactory performance and recommends action within 48 hours of the occurrence or the supervisor's first knowledge of the occurrence.
- ◆ Immediately upon notification of complaint the substitute will be removed from the availability list for the reporting school/unit or program, the substitute shall be notified in writing of the reasons for the removal. Upon request the substitute will be provided an opportunity to meet with the administrator initiating the action.

## **Removal from SubFinder**

- ◆ 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 (counselor, second grade teacher, typist, etc.)
  - ◆ Nature of unsatisfactory performance (major or minor instances(s) of poor/inappropriate performance).
  - ◆ Summary of conference with substitute.
  - ◆ If desired, request to remove the substitute's name from the Substitute Finder System for dispatching to particular school/unit for the remainder of the current school year, or in some cases, permanently.
  
- ◆ After three occurrences of reported poor/inappropriate performance, or a single major incident of poor/inappropriate performance, the substitute teacher will be removed from employment with the Anchorage School District.

## **Removal from SubFinder cont.**

- ◆ Reinstatement to a school and/or the District's SubFinder System requires evidence that remedial action to correct the poor performance has been taken by the substitute.

## **Frequently Asked Questions (FAQ)**

Q: *What is the difference between prearranged and requested?*

A. Prearranged substitute knows about the job before it is put into the SubFinder system. A requested sub is put into a job and the SubFinder calls the substitute to notify them that they are being requested for the job.

Q: *Can I leave the school if there are no students in my classroom before the end time of my job?*

A: You may not leave the school unless you are released by the Principal or Administrative Assistant. If you are released, you must sign out with the school before you leave.

## FAQ cont.

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 your conference period if asked to. 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 another classroom during your 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 that you are a "No Show" and give your job to someone else.



## FAQ cont.

Q: *What's the difference between my Password/PIN number and my ID number?*

A: Your Password and PIN number is your social security number and your login for all telephone /computer access.

B: Your ID Number will be assigned to you by Sub Dispatch for jobs.

Q: *Should I leave a note for the teacher I substituted for?*

A: As the substitute teacher, you should always leave a note for the teacher you substituted for. If you leave a note, the teacher 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 Anchorage School District Website.



## **FAQ cont.**

Q: *How do I stay on as a sub for the upcoming year?*

A: All substitutes must work at least five days a year.

## Important Numbers & Information

SubFinder System 742-4651

Substitute Dispatch 742-4133

742-4128

Training & Professional Development 742-3844

742-3846

Anchorage School District Website

<http://www.asdk12.org>



- ◆ Always remember to check your assignments daily. Don't forget multiple day jobs.
- ◆ If you do prearrange with an employee, always make sure you have a job number.
- ◆ Write down all the information for each assignment you accept through SubFinder or WebConnect.
- ◆ If the substitute leaves before being released, **NO PAY** will be received and the substitute will be removed from the SubFinder System.







## Notes

### **Anchorage School District**

ASD Education Center  
5530 East Northern Lights Boulevard  
Anchorage, AK 99504-3135

Phone: 907-742-4133 / 907-742-4128  
Fax: 907-742-4176