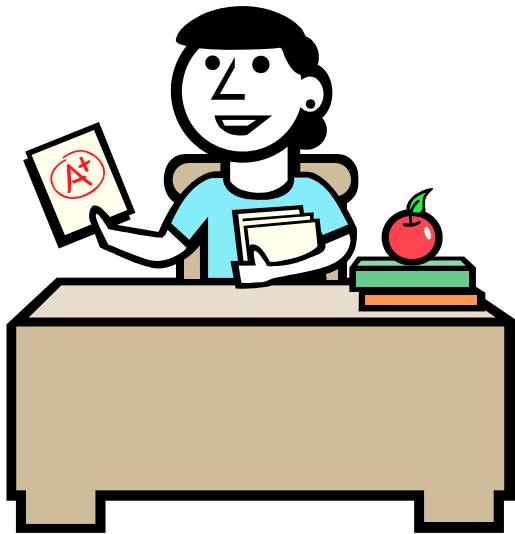


Anchorage School District

SUBSTITUTE TEACHER HANDBOOK



Feb 2008

Table of Contents

Eligibility and Training.....	3
Application Requirements	4
Substitute Teacher.....	4
Student Intern.....	6
Retired ASD Teacher	6
Long Term Substitute Teacher	7
Rate of Pay	7
Responsibilities	8
Type of Assignment	11
Removal from SubFinder.....	12
Job Tracking Sheet	15
Frequently Asked Questions.....	17
Important Numbers & Information	20
Note for Teacher	21
Notes	22

Eligibility and Training

To be eligible for placement on the SubFinder System, you must have a bachelor's degree and have completed a Substitute Teacher Application Packet.

How do I become a Substitute Teacher?

- ◆ Complete the on-line application requirements and the Substitute Teacher Application Packet provided by the Human Resources Department.
- ◆ Return the completed packet to the Human Resources Department.
- ◆ Call Training and Professional Development at 742-3846/742-3844 to schedule computer-based training.
- ◆ Attend Substitute Teacher Face-to-Face Training if required.

What is Substitute Teacher Face-to-Face Training?

- ◆ A brief review of the Substitute Instructor book.
- ◆ A focus on behavior management and safety.
- ◆ Resources and practical ideas.
- ◆ **Required** for substitutes who have less than one year's teaching experience or have never taught in their own classroom.
- ◆ **Optional** for substitutes with more than one year's experience in their own classroom.

Eligibility and Training cont.

How do I register for Substitute Computer-Based Training?

- ◆ Computer-based training is **required** for all **new** Anchorage School District Substitute Teachers **before they can substitute teach.**
- ◆ Call 742-3846/742-3844 and schedule with Training and Professional Development.
- ◆ Allow at least 2.5 hours to complete this Training.

How do I register for Substitute Face-to-Face Training?

Training and Professional Development will schedule this after completing the Computer-Based Training.

Application Requirements

Substitute Teacher

- ◆ On-Line Application for Substitute Teacher Position.
- ◆ Substitute Teacher Data Form (front/back).
- ◆ Copy of current Alaska Teaching Certificate(optional).
- ◆ Official transcript showing bachelor's degree earned.
- ◆ 2 Letters of Recommendation.



Application Requirements cont.

- ◆ Receipt for Fingerprints, obtained from an authorized source and no more than 30 days old.
 - ◆ Authorized sources for the Anchorage School District include the following:
 - ◆ CasTech Fingerprinting Services
337-5002
 - ◆ Independent Fingerprinting Consulting, Inc. **338-6066**
 - ◆ Jon Ashbrook Personal Protection For Alaskans, **338-6430**
 - ◆ HI-TECH Inkless Fingerprinting,
563-4659
- ◆ Interested Persons Report no more than 30 days old.
 - ◆ 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.**
- ◆ Federal Withholding Tax Form (W-4)
- ◆ Completed Employment Eligibility Verification Form (I-9)
- ◆ Internet Agreement



Application Requirements cont.

Student Teacher Intern

Interns who Substitute for host teacher

- ◆ ASD On-Line Application
- ◆ Substitute Teacher Data Form (front/back).
- ◆ Federal Withholding Tax Form (W-4).
- ◆ Completed Employment Eligibility Verification Form (I-9).
- ◆ Criminal Record Search
- ◆ Internet Agreement
- ◆ Alaska Student Teacher Certificate. (Maintained at the University)

Student Teacher Intern who has just completed their preparation program and wish to sub for the remainder of the year:

- ◆ Complete the online substitute training.
- ◆ Submit TWO letters of Recommendation
- ◆ Submit a new Data Form to Sub Dispatch indicating the locations/ areas they are interested in.

Retired Anchorage School District Teacher

- ◆ Substitute Teacher Data Form (front/back).
- ◆ Federal Withholding Tax Form (W-4).
- ◆ Completed Employment Eligibility Verification Form (I-9)
- ◆ Online Substitute Teacher Application.

Application Requirements cont.

Long Term Substitute Teacher

To be eligible for long term assignments, the substitute must have completed:

- ◆ Substitute Teacher Application Packet.
- ◆ Current State of Alaska Teaching Certificate.

Rate of Pay

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

Daily

Level I - 0-20 days at \$120.00/day (substitute must invest 20 days of service each year to qualify for Level II pay).

Level II - 21+ days at \$140.00/day.
Retired ASD Teachers start initially at \$140/day.



Long Term

Level III - Placement on Step 0 plus educational attainment (see Long Term Assignments).

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.
- ◆ 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.
- ◆ If the substitute teacher can not report to a job they accepted, they must call the school & take themselves out of the job on SubFinder. If it's past the deadline (1 hour before start time) to cancel out, they must contact Sub Dispatch at 742-4133/742-4128. If not, they will be considered a "No Show" and be removed from the SubFinder System.
- ◆ The substitute teacher will perform the duties assigned to the teacher the substitute is replacing, unless an emergency occurs.
- ◆ The substitute teacher is to be familiar with the Students' Rights and Responsibilities document.
- ◆ Substitute teachers do not have to fill out time cards.

Responsibilities cont.

- ◆ 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.
- ◆ The substitute teacher is to correct written work completed during the assignment and leave the results for the regular teacher.
- ◆ Substitute teachers will follow the lesson plans that are left by the regular classroom teacher.
- ◆ The substitute teacher is responsible for making sure that they receive a job number, even if they are prearranged jobs.
- ◆ The substitute teacher 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)**.

Responsibilities cont.

- ◆ A substitute teacher may request a formal observation.
- ◆ 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 already started at 9:00 a.m. the substitute must report to the job no later than 11:00 am.

- ◆ Keep a detailed Log/Journal of **ALL** assignments, if the SubFinder fails, the substitute will have a record of assignments.
- ◆ A substitute teacher who has accepted a job may be released from the job only to extend a current assignment, accept a long-term assignment, or because of a personal emergency/illness.

Type of Assignment

Full Day Assignments

Any assignment more than 4 hours is considered a full day assignment.

Half Day Assignments

Any assignment 4 hours or less is considered a half day assignment.

No Employee / Supplementary Assignments

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

Long-Term Assignments

A long-term assignment consists of substitute teaching 20 or more consecutive, full or partial, workdays in the same assignment without a break in service.

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 hrs and 15 minutes and then accepts an afternoon position posted at 4 hrs, the substitute will only be compensated for one full day.

Type of Assignment cont.

The long-term substitute contract shall constitute notice of, and the statement of, the cause for non-retention.

- ◆ **Level III**— An assignment that is known, in advance, that it will extend beyond 20 days. The substitute teacher will receive long-term pay from the beginning date of the job. A Long Term Contract must be signed.

Removal from SubFinder

Reasons for Removal

- ◆ A substitute chooses to terminate employment.
- ◆ A substitute performs unsatisfactorily or is in non-compliance with Human Resources procedures.
- ◆ A substitute may initiate removal from the SubFinder System by completing a **Notice of Resignation form #516** located in the Human Resources Department or on the District's website, see Forms & Publications.
- ◆ Supervisor verbally advises the substitute of poor/unsatisfactory performance and recommends action within 48 hours of the occurrence or supervisor's first knowledge of the occurrence.

Removal from SubFinder cont.

- ◆ 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.

- ◆ 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, 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.

Removal from SubFinder cont.

- ◆ 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.
- ◆ 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.
- ◆ No Show

Frequently Asked Questions (FAQ)

Q: *What is considered a half day assignment?*

A: A half day assignment for a substitute teacher is a job that is four (4) hours or less.

Example: 12:00 PM – 4:00 PM or 10:30 AM – 2:30 PM



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

A: A prearranged substitute knows about the job before it is put into the SubFinder system. A requested substitute 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. You may also leave a message with Sub Dispatch.

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

A: Your Password & Pin is your Social Security Number. Use your Password and Pin number to login for all telephone/ computer access.

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

FAQ cont.

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, by 5 AM the day of the cancellation.



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

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

Important Numbers & Information

Automated 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 a teacher 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 teacher leaves before being released, **NO PAY** will be received and the substitute teacher will be removed from the SubFinder System.

Note for Teacher

Substitute Name _____

Date _____ Times _____

Teacher _____



How the lessons went:

Good Helpers:

Problems:

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