



FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
520 5TH AVENUE, FAIRBANKS, AK 99701

Long Term Substitute Packet

Absences 20 or More Classroom Days

When a teacher is absent 20 or more classroom days, the position must be filled by a long-term sub. Only Alaska certified teachers can fill long-term sub jobs.

Absences 20 days to 9 weeks

Any Alaska certified substitute teacher can be selected by the principal to fill this job. Ask for a list of current certified subs from the Human Resource Coordinator for Subs/Temps at 452-2000 ext. 11381. Once an applicant is selected by the principal, the forms on the following pages must be completed and returned.

Absences 9 weeks or longer

Any long-term substitute job that is nine weeks or longer, must follow district hiring procedures. Contact the Human Resources Coordinator for Recruiting and Staffing at 452-2000 ext. 11380 to create the online job opening. Once an applicant is selected by the principal, the forms on the following pages must be completed and returned.

Laptop: If the long-term sub requires a district laptop, create a work order with Network Services.

The paperwork for long-term subs is on the following pages and includes:

1. Position Authorization Form
2. PowerSchool User Account Application
3. Email Address Request Form



FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

POSITION AUTHORIZATION FORM

Classified (ESSA)

9-11 month 12 month

Requires competitive recruitment

Exempt

(non-union)

Certified

(FEA & LTS 9 weeks or more)

Regular Non-Benefited

Competitive recruitment not required

Section A – POSITION INFORMATION (To be completed by supervisor/HR seeking to fill the position)

Position Title: _____ Work Location: _____

Days/yr: _____ Cost Center: _____ Effective Date: _____

Hrs/day: _____ Grade/Range: _____ Ending Date: _____

FTE: _____ Salary/Hourly Rate: _____ Job Posting # _____

Employment/contract type:

Regular Temporary Finishing out school year (Temp Contract)

Long Term Sub Teacher (9 weeks or longer) Long Term Sub Teacher (9 weeks or less)

Reason:

Resignation Change of Assignment Other; explain or attach explanation
 Retirement New Budgeted position (Section B must be completed)
 Leave of Absence

Full name of employee vacating position: _____

Hiring Administrator _____ Date _____

Section B – POSITION AUTHORIZATION/VERIFICATION OF POSITION FUNDING

This section must be completed and signed for new budgeted positions.

Administrative Services /Grants Office Representative _____ Date _____ Position ID: _____

Job Type: _____

Section C – HIRE RECOMMENDATION

Upon final approval, HR will contact the hiring administrator informing them a job offer can be made to selected candidate.

ESSA Applicant is Highly Qualified

Recommended Candidate for Hire: _____ f# _____

Recruiting and Staffing Coordinator _____ Date _____ EEO Officer _____ Date _____

B/G check not required B/G check required and sent
Background Check Approved _____ Date _____



ADMINISTRATIVE REGULATION **801.29**
Acceptable Email Use Agreement for District Users and Email Address Request

Name: _____	<input type="checkbox"/> Regular Employee (ESSA, FEA, Exempt) <input type="checkbox"/> Non-Regular Employee (all other not mentioned)
Position: _____	Location: _____

Section A, B & C must be completed if non-regular user box has been checked

Section A: Start Date: _____ End Date: _____	Section B (reason for email account): _____ _____
Section C: Supervisor's Signature: _____	

HR initials	Network Services initials	Email Address: _____	@k12northstar.org
		Password: _____	Employee # f

Email User Agreement

The use of the school district technology is required. Inappropriate use that violates the school district's policy and regulations may result in discipline up to and including termination.

The use of district computers must support the mission of the school district. All users are personally responsible for this provision when using district computers.

Transmission of any material in violation of any United States statute is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.

District email may not be used for commercial, non-profit, political, or religious purposes.

If you have any questions about these rules, please contact Network Services. Be aware that the inappropriate use of electronic information resources may be a violation of school rules, local, state, and federal laws. Violators may be prosecuted..

Email Etiquette and Privacy

- You are expected to abide by the generally accepted rules of email etiquette. These rules include but are not limited to:
- **CIVILITY:** Never send, or encourage others to send, abusive emails or emails that malign, harass or disparage another person or group.
 - **LANGUAGE:** You are a representative of the district. Never swear, use vulgarities, or use any other inappropriate language.
 - **PRIVACY:** Do not reveal the personal addresses or phone numbers of students or colleagues.
 - **DISRUPTION:** Do not send district-wide or school-wide emails without permission. Do not initiate or forward chain emails.
 - **REPRESENTATION:** Clearly identify yourself as the author of emails. Do not send anonymous emails. Do not misrepresent the identity of the author of an email.

Security

If you identify a security problem with district computers, notify Network Services immediately. Never demonstrate the problem to other users. Never use the account of another individual. Never reveal your password to anyone. Any user identified as a security risk will be denied access to computers and may be liable for disciplinary action or prosecution.

Acceptance

I have read the Acceptable Email Use Agreement for District Users. I agree to use school district email or email accessed with district technology in a manner consistent with this agreement and school board policies and administrative regulations on technology.

_____/_____
 Employee's Signature Date:

PowerSchool Premier

User Account Application

Fairbanks North Star Borough School District

Student Information Systems

520 5th Avenue, Suite E – Fairbanks AK 99701



Name:			
Last	First	Middle	
f-number:		School/Dept:	
Work Phone:		Job Title: Long Term Sub	
Are you replacing someone? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, who?</i>			
<u>JOB TYPE</u>		<u>Program</u>	
<input type="checkbox"/> - Admin Sec / Couns Tech	<input type="checkbox"/> - Academic Intervention Aide	<input type="checkbox"/> - After School	<input type="checkbox"/> - Alaska Native Education
<input type="checkbox"/> - Counselor	<input type="checkbox"/> - Behavior Intervention Specialist	<input type="checkbox"/> - English Language Learners	<input type="checkbox"/> - Extended Learning
<input type="checkbox"/> - Elem, Couns, Attend Sec	<input type="checkbox"/> - Migrant Education	<input type="checkbox"/> - Prevention Intervention Specialist	<input type="checkbox"/> - Other:
<input type="checkbox"/> - Kitchen	<input type="checkbox"/> - SpEd Aide / Clerk		
<input type="checkbox"/> - Library	<input type="checkbox"/> - SpEd Aide with Restraint & Seclusion		
<input type="checkbox"/> - SpEd Aide with Restraint & Seclusion	<input type="checkbox"/> - Sup, AS, Princ, AP, AD		
<input type="checkbox"/> - Teachers	<input type="checkbox"/> - Other: Long Term Sub		
<input checked="" type="checkbox"/> - Other: Long Term Sub			
Notes for special circumstances:			
<i>Declaration of the Applicant</i>			
The password given to each user must be kept CONFIDENTIAL. I understand that no school district technology employee or department will ever ask me to share my password for any reason. I will not disclose my password to anyone.			
The information I may have access to is not available to the public and can only be released by specific personnel of the Fairbanks North Star Borough School District. I will never release information to anyone without first checking with my immediate supervisor. I understand that it is imperative that the all the information I come in contact with will be kept strictly confidential.			
_____		Nicole Cherry, HR	
Employee Signature	Date	Principal/Dept Head Signature	Date
* Return Completed Form to Student Information Systems Or Fax to 452-3312 *			
Processed By: _____		Date: _____	