





# KENAI PENINSULA BOROUGH SCHOOL DISTRICT


## Human Resources Department

148 North Binkley Street Soldotna, Alaska 99669  
Phone (907) 714-8888 Fax (907) 262-9645

## PROCESS FOR RETURNING SUBSTITUTES

1. To return to KPBSD as a substitute for the 2018-19 school year, you will need to submit a KPBSD online application for JobID 6385, Returning Subs & Temps. Go to <http://bit.ly/ReturningSubsAndTemps> and click  next to JobID 6385.

2. Select  **LOGIN**  
to existing account Log in with your email and password. For an email and/or password reminder, please call 714-8888 for assistance. Do not start a new application.

3. Select  **EDIT**  
edit your materials Review your information and update as needed. In the Vacancy Desired section, scroll down to JobID 6385 Returning Subs & Temps and verify that the box is checked. Continue to complete all pages.

\*\*Please note that if you select any other job vacancy or position (other than Returning Sub or Volunteer), additional pages will be added to your application and the completion time will increase.

4. When you reach the Confirmation page, click 

## Frequently Asked Questions

### **“Ok, I applied! Am I all set to sub?”**

Once your application is submitted, you will receive an email regarding any additional paperwork, training, physical, or certificate requirements that you may need to complete. You will be notified that you are active on the 2018-19 sub list via an Absence Management (AESOP) email containing your login information.

### **“I have a phone/email/address change.”**

Please verify that your personal information in your application is correct before your submit it. If the change occurs after you have submitted your application, please notify Kristen Vix at [kvix@kpbsd.org](mailto:kvix@kpbsd.org).

Questions? Please call Human Resources at (907) 714-8888.