

**Position:** Permanent Substitute

**Assignment:** Permanent Substitute

**Wage/Hour Status:** Exempt

**Reports to:** Principal

**Pay Grade:** TC101/187 days; \$129 per day

**Dept./School:** Assigned Campus

**Date Revised:** Spring 2024

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**Primary Purpose:**

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth.  
Enable students to develop competencies and skills to function successfully in society.

**Qualifications:**

**Minimum Education/Certification:**

- High school diploma or equivalent

**Major Responsibilities and Duties:**

- Two years previous successful experience working with children.
- Experience in a public education environment preferred.
- Assist teacher in preparing instructional materials and classroom displays.
- Assist with administration and scoring of objective testing instruments or work assignments.
- Help maintain a neat and orderly classroom.
- Help with inventory, care, and maintenance of equipment.
- Help teacher keep administrative records and prepare required reports.
- Provide orientation and assistance to substitute teachers.
- Conduct instructional exercises assigned by the teacher, work with individual students or small groups.
- Supervise students throughout the school day, inside and outside classrooms. This includes lunchroom, bus, and playground duty.
- Maintain student confidentiality.
- Keep teacher informed of special needs or problems of individual students.
- Participate in staff development training programs to improve job performance.
- Participate in faculty meetings and special events as assigned.
- Uphold federal, state, and local policies, procedures, and guidelines.
- Work cooperatively with campus and district personnel.
- Contribute to a positive and professional learning environment.
- Work with parents in campus involvement activities such as parent classes, volunteerism, home/school communication, campus family activities.
- All other duties as assigned by campus administrators.
- No Supervisory responsibilities.

**Mental Demands/Physical Demands/Environmental Factors:**

- Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*

- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Frequent walking
- Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment.
- Work inside, may work outside, regular exposure to noise.
- Maintain emotional control under stress; work prolonged or irregular hours; work with frequent interruptions.

**OTHER:** All employees are to follow district safety protocols and emergency procedures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

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Signature

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Date

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Print Name