Date Approved/Updated: 

Location: District

Job Group: Support Staff - Union

Reports To: Principals or Designee

Summary of Position Responsibilities: Provide short or long-term coverage in the absence of school staff.

Essential Duties and Responsibilities:

- Provide long-term and short-term substitute coverage for a variety of staff positions (e.g., Mainstream IA, Individual Assistants, Admin Assistants, etc.) as outlined in the corresponding job descriptions:
  - Instructional Assistant - Non Intensive
  - Instructional Assistant - Intensive
  - Admin Assistant
    1. Elementary
    2. Middle/High School
- Provide short-term coverage for a variety of licensed educator positions as needed.

Supervisory Responsibilities include: None.

Qualification Requirements:
The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, an individual must be able to perform each essential duty and professional expectations satisfactorily, in addition to the following:

- **Education and Experience.** One year of directly relevant experience in a school setting is desirable and possibly required. Good working knowledge of children. Knowledge of children with disabilities of special education students, and special education teaching methods preferred.

- **Language Skills.** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively. Demonstrated broad knowledge of academic subject matter being taught to students desired. Able to effectively support students in the area of literacy.
• **Mathematical Skills.** Good basic math skills. Able to effectively support students in the area of mathematics. Ability to apply concepts of basic algebra and geometry **may be required.**

• **Computer Skills and Experience.** Good technical skills. Able to effectively and efficiently use Google applications including gmail, Google Doc and Google Sheets. Good data entry skills.

• **Reasoning Ability/Mental Requirements.** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

• **Other Qualifications.** Experience working with children/adolescents. Ability to assist students physically as required. Available to attend required or requested training, meetings, and professional growth activities outside of school hours (e.g., summers, teacher in-service days and after-school). Ability to remain calm and efficient in responding to medical emergencies.

• **Travel Requirements.** Must have reliable transportation to and from work.

• **Attendance.** Reliable attendance at work and punctuality is required for the position. Employee must be able to work before and/or after school hours to complete assigned duties and to attend meetings.

**Physical Demands:**
The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- **Standing**
- **Walking**
- **Sitting**
- **Lifting**
- **Carrying**
- **Pushing**
- **Pulling**
- **Climbing**
- **Balancing**
- **Stooping**
- **Kneeling**
- **Crawling**
- **Crouching**
- **Reaching**
- **Handling**
- **Fingering**
- **Feeling**
- **Talking**
- **Eye/Hand/Foot Coordination**

**Physical Effort:** Please indicate on the continuum the requirements of this position:

<table>
<thead>
<tr>
<th>Sedentary Work</th>
<th>Light Work</th>
<th>Medium Work</th>
<th>Heavy Work</th>
<th>Very Heavy Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifts up to 30 lbs</td>
<td>Frequently lifts up to 11 lbs.</td>
<td>Frequently lift/carry up to 25 lbs.</td>
<td>Frequently lift/carry up to 50 lbs.</td>
<td>Frequently lift/carry up to 50 lbs or more.</td>
</tr>
<tr>
<td>Walks/stands occasionally</td>
<td>Frequently walks/stands.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.
Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

- Exposure to extreme weather
- Extreme heat
- Extreme cold
- Noise
- Dust, vapors, fumes
- Time constraints
- Public contact
- Deadlines
- Travel
- Inside work

Terms of Employment: Salary or hourly wage and work year to be established by board or designee.

Compensation: Per Negotiated Agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Negotiated Agreement.

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