

PUEBLO CITY SCHOOLS D60
CLASSIFIED JOB DESCRIPTION

Job Title: Substitute Educational Assistant
Prepared Date: 1/7/2019
Revised Date:
Work Year: As Needed
Department: Substitute Services
Reports To: School Principal/Substitute Coordinator
Salary Range: Minimum Wage
Benefits: None
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Substitute Educational Assistant is to perform related duties of an educational assistant to provide continuity in the day-to-day responsibilities during the absence of the regular employee. **Note: Substitute employees are employed on an as needed, on-call, day-to-day basis and are not guaranteed work on a regular basis. There are no benefits associated with substitute employment.**

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative 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.

REQUIRED:

- High School Diploma or equivalent
- Reliable transportation and ability to travel to various district sites as required
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous school district experience

SKILLS AND KNOWLEDGE:

- Ability to understand and follow directions
- Ability to establish and maintain professional /effective working relationship with others
- Competence in the areas of mathematics, reading, writing, and speaking
- Ability to prioritize, plan, organize, and execute work using independent judgment
- Demonstrate job knowledge, is dependable and punctual, appropriate in appearance, and observe established safety standards
- Ability to be patient with a strong customer orientation towards others
- Maintain strict confidentiality in all aspects of assignment

- Basic computer skills and ability to use a computer for word processing
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to establish and maintain a professional/effective working relationship with all staff, students, and parents
- Ability to make independent decisions in accordance with established policies and procedures;
- Ability to answer routine questions
- Ability to follow verbal and written instructions

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Assist teacher in classroom and other resource spaces located throughout the school by supervising and assisting students individually and in small groups with classroom literacy, math activities, etc. to reinforce learning of material or skills initially introduced by the teacher
- Assist in such large group activities as drill work, reading aloud, and story telling
- Support students with classroom technology, including computer resources and audio visual equipment, as directed by licensed teacher
- Follow prescribed daily individual and small learning group instruction plans as outlined by school team members (principal, classroom teacher, Student Services Coordinator)
- Read to students, listen to students read, and participate in other forms of oral communications with students
- Assist the teacher in preparing educational materials (copying, typing, laminating, etc.)
- Assist the teacher in the set-up and maintenance of the classroom, materials, and supplies
- Interact thoughtfully and courteously with students, staff, and parents and resolve conflict in a professional manner
- Guide independent study, enrichment work, and remedial work set up and assigned by the teacher
- Assist with clerical functions performed by secretaries
- Answer telephones and assist with visitors to the office
- Work with students in groups or individually assisting in the development of media skills.
- Assist students with reference work, selection of books, online reference searches, and computer use in the media center.
- Maintain confidentiality in all aspects of assignments

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Principal

The physical demands, work environment factors, and mental functions described below are representative 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 25 lbs.			X		
Lifting Maximum weight: 25 lbs.			X		
Carrying Maximum weight: 25 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent

lighting. The employee will be subject to exposure of infectious disease and exposure to body fluids. Often subject to loud noises associated with groups of students, phones, and bells/alarms. Daily work schedules will vary depending on student and school needs.