AUSTIN INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION
JOB TITLE: CLASSIFIED SUBSTITUTE TEMP/HOURLY POSITION

Pay Grade: T/H
Job Code:

FLSA Status: Non-Exempt
Revised: 06/02/2021

JOB PURPOSE & RESPONSIBILITIES:

A substitute is available to work in place of a regular employee when that employee is out on leave or in a vacancy while that vacancy is in the process of being filled. Classified positions: teacher assistant, office staff, security guard, one adult assigned to one student, ISS monitor, or any position that does not involve working in place of the teacher.

MINIMUM QUALIFICATIONS:

This position requires at least a High School Diploma or GED. Classified/Clerical Substitute applicants must submit proof of a high school diploma* or GED.

**Transcripts from out of the country must be evaluated for US equivalency as required by the Texas Education Agency (TEA). The following link will provide a listing of approved credential evaluation services https://tea.texas.gov/Texas_Educators/Certification/Out-of-State_Certification/Foreign_Credential_Evaluation_Services/*

EXPERIENCE:

Some experience related to working with children is preferred. Have basic to strong office skills, knowledge of programs such as Excel, Word, Office 365, answering phones, filing, organizational and communication skills are all preferred.

WORKING CONDITIONS:

Services are generally provided within a standard classroom environment or in a normal office setting. Some movement throughout the classroom is generally necessary to facilitate learning (e.g., standing, walking, stooping, bending, sitting, and/or kneeling). Light lifting of materials and other objects associated with a classroom/office environment is required (e.g., books, teaching aids, up to approximately 20 to 40 lbs.). The physical demands described here 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.

KNOWLEDGE & SKILLS:

- Basic operation and procedures in assigned program/function.
- Ability to follow oral and written directions.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience, and courtesy.

- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Employees in this position must be able to read, write, and speak/communicate in English (and Spanish for bilingual positions) in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

CLASSIFIED SUBSTITUTE SALARY

Substitute rates are based on position. The base rates range from $70-$115 per day. Please visit the Substitute Office Web Page for further clarification on sub base rates and incentive pay AISD offers: https://www.austinisd.org/tad/careers/substitutes.

STEPS TO BECOMING A SUBSTITUTE

Once your substitute application has been approved and processed, the Substitute Office will send you information via email regarding the following required items that must be completed in order to become employed with Austin ISD:

1. Complete all new hire paperwork online - Prior to attending Substitute Orientation, upload transcripts of the highest level of education completed. Acceptable forms of verification include: Texas Teaching Certificate, Official College Transcripts (original documents include a university seal/signature and state "Official" not student copy), or High School diploma/GED. ***The transcript reflecting the highest level of education is all that is required. For example, if you hold a teaching certificate, then we do not need a copy of your high school diploma or college transcripts.***

2. Fingerprinting - Please do not start this process without receiving notification from the Substitute Office. Fingerprinting fees range from $48.00 - $60.00 and are the responsibility of the applicant. If you have already completed the fingerprint process for another public education institution in the State of Texas, the Texas Education Agency (TEA) may determine you do not need to be fingerprinted.

3. Upload (secure link) and bring documents for **I-9 Session** *(Most applicants bring Driver's License/Passport and Social Security Card).*

    - **A Social Security Card is required for hiring purposes.**
    - YOU MUST BRING ORIGINALS. **Names on both documents should match each other.**

Complete list of acceptable documents available here: https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents

4. Attend Substitute Orientation - Individuals do not receive pay for attending orientation. Orientation invitations are sent to the email address listed in your application once New Hire paperwork has been completed.

   Final Approval Email - After you have submitted all required documents, attended Substitute Orientation, and have been selected to become a substitute, you will receive an automated email from Aesop. This email provides your login credentials and allows you set your preferences and see substitute jobs. AISD hires substitute employees on an as-needed basis and not all applicants who attend orientation will be hired.

   Please Note:

   - **We appreciate your interest in becoming a Classified Substitute for AISD.**
   - **AISD hires based upon current district needs and not all applicants qualify.**
   - **Only complete applications will be considered. Incomplete applications will not be reviewed and are the responsibility of the applicant.**
   - **Qualified applicants will be contacted via email.**
   - **Applications will continue to be reviewed throughout the school year.**
   - **Applicants hired are required to work as many substitute jobs as possible.**
   - **Active substitutes who resign for any reason must reapply as a new applicant.**

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- *Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:*
- *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor;*
- *Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
- *Discovering and cultivating the unique gifts, talents and interests that every human possesses.* *https://nationalequityproject.org/*

-Austin ISD Board President, February 2019

The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.