

Carroll Independent School District Job Description

JOB TITLE: Substitute Teacher/Aide

Pay Grade: Daily rates established by Board of Trustees Employment Days: As needed

Supervisor: Assistant Director of Personnel
Principal of Campus

Department: Personnel

MISSION:

Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

JOB SUMMARY:

This position will aid in creating a learning environment that inspires success and responsibility and requires effective interfacing with all Carroll ISD personnel and community members. This position will enable each student to pursue his education as smoothly and completely as possible in the absence of the regular teacher/aide.

QUALIFICATIONS:

- Effective interpersonal skills
- Excellent oral and written communication skills
- Write and speak English fluently
- High School Diploma/GED
- Satisfactory completion of Carroll ISD Substitute orientation
- Must be at least 21 years old

MAJOR RESPONSIBILITIES:

- Sign in with the campus substitute coordinator immediately upon arrival at school.
- Follow all policies, rules, procedures, and good teaching practices as dictated by district for teacher conduct and performance.
- Maintain, as fully as possible, the established routines and procedures of the school and classroom to which assigned.
- Instruct the class using the lessons outlined and described in the regular classroom teacher's/aide's lesson plan book.
- Document the day's activities at the conclusion of each day.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

EQUIPMENT USED:

Personal computer, telecommunication and other equipment such as LCD panel projections, overhead projectors, slide projectors, VCRs, tape recorders, calculators, fax machines and copiers.

MENTAL DEMANDS:

This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

This position will require approximately 25% walking; 50 % standing/sitting and 25% lifting; carrying up to 25 lbs; and stooping/bending.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
(Director of Personnel)

APPROVED BY: _____ DATE: _____
(Assistant Superintendent for Administrative Services)

Date Created: 7/2003	Date(s) Revised: 10/2015
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