



*Education is a shared responsibility™*

## KES INSTRUCTIONAL JOB DESCRIPTIONS/CONSENT

*To perform the following jobs successfully, an individual must be able to perform each essential duty according to stated expectations. The requirements listed below under each job title are representative of the knowledge, skills, and/or abilities required to perform the duties of that position.*

### SUBSTITUTE TEACHER

In the absence of the **full-time** classroom teacher, the **Substitute Teacher** provides instruction, encourages student progress, and manages the learning environment.

Major Job Functions
<i>Job functions listed below are not all-inclusive; others may be added or deleted at the manager's discretion.</i>
<ul style="list-style-type: none"> <li>Assumes duties of the regular District/School classroom teacher promptly and in accordance with school rules.</li> <li>Implement existing lesson plans in a manner that ensures the integrity of academic time, and motivates students to learn and participate.</li> <li>Instruct students regarding a variety of classroom topics/courses of instruction, as determined by the School District's lesson plan and in accordance with Kelly policy.</li> <li>Assign reasonable tasks and homework to students in accordance with the School District's lesson plans.</li> <li>Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students. Address the various learning styles of students accordingly.</li> <li>For long-term assignments, it may be required to develop lesson plans; devise, administer, and grade tests and assignments; participate in parent-teacher conferences; and attend school-related functions. (These activities may occur outside of normal school hours.)</li> </ul>

### SUBSTITUTE PARAPROFESSIONAL

Other job titles that a Paraprofessional may be known by include (but are not limited to): Paraeducator, Aide, Education Technician, Teacher Aide, Instructional Assistant, Classroom Assistant, Education Assistant, Learning Support Assistant, and Teaching Assistant.

In the absence of the **full-time** paraprofessional, the **Substitute Paraprofessional** provides classroom assistance to general education or special needs students and to the assigned District/School teacher, who has ultimate responsibility for designing and implementing educational programs, activities and services.

Major Job Functions
<i>Job functions listed below are not all-inclusive; others may be added or deleted at the manager's discretion.</i>
<ul style="list-style-type: none"> <li>Present subject materials to students under the direction and guidance of a School District teacher, but never have sole supervisory responsibility.</li> <li>Prepare lesson material, bulletin board displays, exhibits, demo, and necessary equipment to enable lesson plan.</li> <li>Assist teacher(s) to reinforce learning concepts presented through lesson plans, individually and in small groups.</li> <li>Grade homework and tests (computing/tabulating results) using answer sheets and other methods the school employs.</li> <li>Assist students in transition from regular classrooms to special needs classrooms as needed.</li> <li>Understand, address, and be sensitive to the presented special needs of each student, recognizing differences in their abilities and cognitive levels.</li> </ul>

**The following job functions apply to ANY instructional position held with Kelly Educational Services:**

<b>Classroom Management</b>
<ul style="list-style-type: none"> <li>Maintain and/or assist in maintaining classroom control that fosters a safe, positive environment for all students and staff in accordance with Kelly and School District policies and all applicable federal, state, and local laws and regulations.</li> <li>Ensure adequate supervision of students and classroom environment to assure health, welfare, and safety of students.</li> <li>Take all necessary and reasonable precautions to protect equipment, materials, and facilities.</li> <li>Remain in classroom and monitor students at all times. Ensure that the students are never left unattended in the classroom.</li> <li>Report student injury, accidents, illness, and discipline problems to Kelly supervisor and school personnel immediately.</li> <li>Report all personal injury or school property and/or theft to Kelly supervisor and District/School personnel immediately.</li> <li>May supervise students in out-of-class settings (e.g., assemblies, lunchroom) as directed and supervised by an authorized School District employee (e.g., school principal).</li> <li>If serious or disruptive student behavior problems occur, assistance should be sought from a School District teacher or a building administrator.</li> </ul>
<b>Professional Practices and Duties</b>
<ul style="list-style-type: none"> <li>Reports to school office at beginning of school day to pick up required materials and schedule of classes, and at the end of the school day to return materials.</li> <li>Follows sign in and sign out procedures, as prescribed by the school principal.</li> <li>Interact in a cooperative and professional manner with students, parents, and school personnel.</li> <li>Maintain student and school personnel confidentiality.</li> <li>Never physically move, touch, or be in any type of physical contact with a student.</li> <li>Work cooperatively with all school personnel, parents, and Kelly team members.</li> <li>Comply with Board of Education policies and administrative regulations.</li> <li>Conduct assigned classes at the times scheduled.</li> <li>Enforce regulations concerning student conduct and discipline.</li> <li>Be punctual, and start and end class on time.</li> <li>Use computers, audiovisual aids, and other equipment and materials as appropriate to supplement presentations and the teacher's lesson plan.</li> <li>Dress in a professional manner consistent with Kelly and school policies.</li> <li>Manifests a positive role in school and community relations.</li> <li>Demonstrate professional practices in teaching.</li> <li>Maintain accurate, complete, and appropriate records and files.</li> <li>Model non-discriminatory practices toward students, faculty, and staff. Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom.</li> </ul>
<b>Skills and Essential Job Function Requirements</b>
<ul style="list-style-type: none"> <li>Daily personal and close, non-physical contact with children to provide classroom management and learning environment support.</li> <li>Ability to assist in the implementation of an instructional support program with students of varying ages and sizes.</li> <li>Effective organizational, communication and interpersonal communication skills.</li> <li>Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District staff and students.</li> <li>Frequent walking, standing, stooping, and lifting up to 25 lbs. Other physical activities may be required.</li> </ul>