



Star Substitute

Reports to:	Principal
Division:	School-Based

Structure/Grade:	SSUB
Workdays:	190

Position Summary

Provides day-to-day assistance to schools including instruction, supervision, operations, and other day-to-day services to ensure continuity of appropriate learning during the absence of school employees. This position is a FULL-TIME day-to-day support position.

Essential Job Duties

- Provides general daily support to schools including instruction, supervision, and operations.
- Creates an environment conducive to learning and appropriate to the students' maturity and interests.
- Maintains a safe and orderly environment.
- Processes paperwork as needed to ensure that the daily operations of the school are met.
- Maintains, implements, and establishes rituals and routines of the school while implementing school policies and procedures.
- Always maintains a professional appearance.
- Remains at school the entire workday
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains reasonable rules of conduct that encourage self-discipline and responsibility.
- Performs lunch duty, hall duty, and other school-related duties identified by the principal.
- Performs other duties as assigned.

Qualifications

- A bachelor's degree with a minimum 2.5 Grade Point Average (GPA) from a Georgia Professional Standards Commission-approved accredited college or university is required.
- Must be eligible for a Georgia Professional Standards Commission Clearance Certificate
- Must pass the GACE Educator Ethics test.

Knowledge, Skills, and Abilities

- Knowledge of curriculum guidelines for the school system and state requirements
- Knowledge of standardized testing in accordance with school district policies and state laws
- Effective oral, written, and interpersonal communication
- Establish and maintain effective relationships with students, staff, and parents through oral and written communication.
- Ability to perform duties with awareness of corporation requirements.
- Ability to implement lessons based on district objectives and student needs and abilities.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.

Reviewed/Revised: 08/02/2024.



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- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

Supervisory Responsibility

- None

***Disclaimer:** Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____