

DeKalb County School District

Position Specification

Title: Star Substitute

DIVISION: School-Based

GRADE: SSUB

DEPARTMENT: School-Based

WORK DAYS: 186

REPORTS TO: Principal

FLSA STATUS: Non-Exempt

RETIREMENT: Teachers Retirement System

APPROVED (HCM): October 1, 2019

General Statement of Job

Under general supervision, The Star Substitute will provide day to day assistance to schools to include instruction, supervision, operations, and other day to day services in an effort to ensure continuity of appropriate learning during the absence of school employees. This position is a FULL-TIME day-to-day support position.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

<ul style="list-style-type: none">• Provides general day to day support to schools that includes but is not limited to instruction, supervision and operations
<ul style="list-style-type: none">• Creates an environment that is conducive to learning and appropriate to the maturity and interests of students
<ul style="list-style-type: none">• Maintains a safe and orderly environment.
<ul style="list-style-type: none">• Processes paperwork as needed to ensure that the daily operations of the school are met
<ul style="list-style-type: none">• Maintains, implements and establishes rituals and routines of the school while implementing school policies and procedures
<ul style="list-style-type: none">• Maintains a professional appearance at all times
<ul style="list-style-type: none">• Remains at school the entire work day
<ul style="list-style-type: none">• Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
<ul style="list-style-type: none">• Maintains reasonable rules of conduct which encourage self-discipline and responsibility
<ul style="list-style-type: none">• Performs lunch duty, hall duty and other school related duties identified by the Principal
<ul style="list-style-type: none">• Performs other duties as assigned

Education and/or Experience:

Bachelor's degree with a minimum 2.5 Grade Point Average (GPA) from a Professional Standards Commission approved accredited college or university is required.

Certificates, Licenses, Permits: None.

Knowledge, Skills & Abilities:

Ability to 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 corporation and school objectives and student needs and abilities.

Skill in effective oral, written, and interpersonal communication;

Ability to work with staff, students and other personnel in a professional setting.

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Hearing: Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not

compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.