

QUALIFICATIONS:

1. Ability to be available to substitute on a regular basis with little, to no advanced notice.
2. Regular access to phone or internet.
3. Previous experience working with children preferred but not required.
4. Clerical experience preferred but not required.
5. Post-secondary coursework preferred but not required.
6. Initiative to be a self-starter.
7. Intuitive to the needs of the student.
8. Ability to work well with classroom teacher, support staff, administrators, AEA and parents of student as part of an educational team.
9. Ability to be flexible in assignment given.
10. Ability to use good judgment when unexpected problems arise.
11. Ability to use office equipment.
12. General knowledge of and experience using computers, including word processing and Excel ability.
13. Ability to prioritize tasks and complete them expeditiously and accurately.
14. Evidence of good organizational skills.
15. Excellent customer service.
16. Strong communication skills.
17. Such alternatives to the above qualifications as the District may find appropriate and acceptable.

REPORTS TO: Substitute Services Specialist and/or Building Principal

JOB GOAL:

Demonstrates initiative and accuracy in assisting staff in providing a quality learning experience for students and in developing a sense of community among parents, students, staff and the network supporting the school in order to enhance student learning, promote the overall efficiency of the school system, and maximize the educational opportunities available to each child.

PERFORMANCE RESPONSIBILITIES:

Any or all of the following duties may apply to a specific substitute position, depending on the needs of the student, staff and the operation of the educational setting.

1. Supervise students during free time/recess by monitoring the safety of activities and notify teachers and/or building administrator of any potential problems or injuries.
2. Supervise students during lunch with seating, behavior and dismissal and assist lunch staff with distribution of food or as necessary to serve students.
3. Monitor student behavior and enforce rules in accordance with student/parent handbook and district and building policies.
4. Report to an administrator any significant problems encountered with students creating a disruption in the building.
5. Assist with daily lunch count and order appropriate number of lunches from Food Service.
6. Assist with daily student absences, tardiness, and record attendance and call families of students who are unaccounted for.



7. Assist classroom teachers in preparing materials for instruction.
8. Assists in administering, scoring and recording achievement and diagnostic test and daily work assignments .
9. Guides independent study, tutorial and/remedial work designed by the teacher.
10. Confront non-productive behaviors.
11. Mediate student conflicts.
12. Share observations and ideas of student process with classroom teachers.
13. Transport students, as required, to community programming.
14. Assists in media center when needed.
15. Assist support personnel such as speech clinician, music teacher, physical education teacher, physical therapist, occupational therapist and others in preparing student for that particular lesson hour.
16. Assist in coordinating restroom/media center passes.
17. Respect confidentiality of student records.
18. Work as a member of the supervisory team.
19. Operate classroom equipment.
20. Assumes clerical tasks as assigned.
21. Public Relations responsibilities including:
 - a. Respond to all questions/concerns of a general nature not requiring specific attention of the building principal (attendance, school hours, program expectations, referral process).
 - b. Promotes school to the community.
 - c. Receives and distributes phone messages, mail and notices to staff.
 - d. Maintain orderly and inviting reception area.
22. Clerical Management responsibilities including:
 - a. Carry out office procedures according to building policies.
 - b. Telephone parents regarding student absences.
 - c. Operate all office machines and assist all staff in the use of machines.
23. Health Duties including:
 - a. Administer first aid and health services to students in the absence of the school nurse.
 - b. File accident reports with the ESC.
 - c. Contact parents to report injuries, illnesses.
24. Performs other duties as assigned by the principal or designee.

TERMS OF ASSIGNMENT:

Non-contract position. Substitute positions are independent contractors and are not considered employees of the Iowa City Community School District. Work on an as needed basis in various assignments / buildings throughout the district.

EVALUATION: Performance of this job will be evaluated periodically by the Substitute Services Specialist.

