



Revised: 07/30/2025
Submitted: 07/29/2025

JOB TITLE:	AUXILIARY TEACHER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	JOB FAMILY V
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8049
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES

The Auxiliary Teacher carries out duties to support programmatic needs, and the assignment is restricted to a temporary use. Auxiliary Teacher positions are assigned to a specific location but may fill assignments in other locations as needed. This position may organize and deliver the program of instruction based on approved curriculum; monitor, evaluate, and communicate student progress; maintain records and make reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Meets and instructs assigned classes in the locations and at the times designated
- Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interest of students
- Guides the learning process toward the achievement of curriculum goals
- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
- Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
- Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
- Reports immediately safety concerns to a school official
- Maintains accurate complete and correct records as required by law, District policy, and administrative regulation
- Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite to provide active supervision of students as required by Kentucky State Law

PHYSICAL DEMANDS

This work is completed in a school-based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities occasionally (up to 50% of the workweek): balancing,

crawling, feeling, grasping, lifting up to 50 pounds, pulling up to 50 pounds, and pushing up to 50 pounds. The following physical activities are required frequently (up to 75% of the workweek): bending, crouching, kneeling, reaching, repetitive motions, and moving around the school setting. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek). Driving is not required for this position.

MINIMUM QUALIFICATIONS
Minimum Five-year sub certification issued by the Kentucky Education Professional Standards Board
Bachelor's degree
Experience working with school-age children
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse work place