



REVISED
9/4/2024

SUBMITTED:
9/3/2024

JOB TITLE:	TEACHER PERMANENT FULL TIME AUXILIARY
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 Teacher Permanent Full Time Auxiliary carries out the duties to support programmatic needs. Assignment of a Teacher Permanent Full Time Auxiliary is restricted to temporary use. Teacher Permanent Full Time Auxiliary positions are assigned to a specific location but expected to fill assignments in other locations as needed. This position organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes 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 standing. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek). Driving is not required for this position.

MINIMUM QUALIFICATIONS

Certification issued by the Kentucky Education Professional Standards Board

64 College credit hours from an accredited college or university with a 2.45 minimum GPA

Experience working with school-age children

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse work place

FOOTNOTE

