



1414 Chase St. Greenville, MI 48838  
Tel: (616) 754-3686 • Fax (616) 754-5374  
[www.gpsjackets.org](http://www.gpsjackets.org)

**Title:** Permanent Building Substitute - GSRP

**Location:** Cedar Crest Elementary

**Schedule:** 8:00am - 3:50pm

**Classification:** Substitute

**Salary:** \$140/full day

**Benefits:** This position is not eligible for benefits

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**POSITION SUMMARY:** The Permanent Building Substitute will provide classroom coverage when teachers are absent, ensuring continuity of instruction and student supervision.

**DUTIES AND RESPONSIBILITIES:** *other duties may be assigned*

- Follow lesson plans provided by the regular classroom teacher
- Manage classroom behavior and maintain a safe, respectful learning environment
- Take attendance and maintain records as required
- Assist in classrooms, media center, cafeteria, hallways, or office as needed
- Supervise students during passing time, lunch, or other unstructured times as assigned
- Attend staff meetings and professional development sessions
- Commitment to regular and predictable attendance
- Adherence to Greenville Public Schools core values: integrity, collaboration, compassion, and responsibility

**QUALIFICATION REQUIREMENTS:**

- Strong communication skills
- Ability to form positive relationships with students
- Positive attitude focused on student growth and development
- Must be able to pass a background check with no criminal history

**EDUCATION AND EXPERIENCE:**

- Completion of two years or more of study at an institution of higher education (equal to 60 semester hours) or an associate's degree or higher

**PHYSICAL DEMANDS:** The employee is regularly required to sit, stand, and walk for extended periods of time. The employee will frequently bend or twist at the neck and trunk. Employees will occasionally kneel, squat, and stoop while interacting with students. Employees will use their hands to handle, control, grasp, move, and feel documents and office equipment. The employee is occasionally required to reach above head and shoulder level. Occasionally required to carry, lift, and move up to 25 pounds and provide proper crisis intervention as needed. In-person work is required.



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#### OTHER SKILLS AND ABILITIES:

- **Communication:** The employee must have clear speaking and sufficient hearing to communicate effectively and appropriately in person and on the telephone. Ability to write business correspondence in a professional manner. Ability to present information to small and large groups.
- **Reasoning:** Ability to apply common sense understanding to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use good judgment in making decisions.
- **Interpersonal:** Maintain and encourage a safe environment for all students, staff, and the community. Effective organizational skills. Ability to work without direct supervision. Ability to be flexible in dealing with staff, students, parents, and the community. Demonstrates reliability, punctuality, dependability, honesty, and self-motivation while performing the duties of the position. Exhibits a positive image as a representative of the school district.
- **Mathematics:** Ability to perform basic math computations including addition, subtraction, multiplication, and division, using whole numbers, common fractions, and decimals.
- **Environmental:** The noise level in the work environment is usually moderate to loud. The employee is exposed to infections at a greater risk than the average person. The employee may be required to be outdoors for a short period of time, and is therefore subject to varying weather conditions.

*The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The Greenville Public Schools Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.*