

## SUBSTITUTE TEACHING ASSOCIATE

### Primary Function (Job Goal)

Deliver instruction during the regular teaching associate's absence

### Reports To (accountability)

Principal

### Supervisory Responsibilities

Students

### Qualifications

Hold a Paraprofessional License (ELS) - OR - a Professional Educator's License (PEL)

### Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling. Generally the job requires 50% sitting, 10% walking, and 40% standing.

### Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Assume the responsibilities for assisting in the instruction of students when a teaching associate is absent.
- Assume all other responsibilities for that teaching associate during the time the teaching associate is absent.
- Prepare with assistance, as directed by an administrator, when directions are not available in the classroom.
- Maintain appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher.
- Provide support for individual students and groups of student as indicated and directed by the administrator and/or teacher.
- Complete all required "paperwork" necessary for a smooth transition.
- Pre-employment medical examination, including tuberculosis clearance
- Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation
- Performs other functions as assigned and requested.

### Job Requirements: Skills, Knowledge, Abilities and Responsibilities

The qualifications listed are representative of the knowledge, skill, ability, physical demands and working conditions required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates support for the mission, beliefs and goals of Troy Community Consolidated School District 30C and the Department of Transportation Services.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interest in the well-being of all students. Previous work or volunteer experience with children is preferred.
- Maintain confidentiality in matters relating to staff, students and administrators.
- Learn and observe safety practices.
- Attentive to detail.
- Exercise good judgment.
- Work without close supervision.
- Communicate with diverse groups.
- Follow written and verbal instructions in English.
- Establish and maintain effective working relationships
- Meet deadlines and schedules.

- Set priorities.
- Multi-tasking.
- Work under limited supervision following standardized practices and/or methods.
- Leading, guiding, and/or coordinating others.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

**Term of Employment**

Completion of mandated training through Global Compliance Network