

*Educating the Future!*



Midland Independent School District

## JOB DESCRIPTION

### POSITION: SUBSTITUTE TEACHER ASSISTANT/CLERICAL

<b>Date Revised</b>	8/28/13	<b>Job Name</b>	SUBSTITUTE TEACHER ASSISTANT/CLERICAL		
<b>Exempt Status</b>	Select status	<b>No. of Days</b>		<b>Pay Grade</b>	As per substitute pay scale
<b>Division</b>	HUMAN RESOURCE SERVICES				
<b>Department</b>	SUPPORT STAFF SERVICES				
<b>Reports To</b>	DIRECTOR OF SUPPORT STAFF SERVICES				
<b>Supervises</b>					
<b>Education</b>	HIGH SCHOOL DIPLOMA OR GED				
<b>Experience</b>					

#### POSITION FUNCTION/PURPOSE

In the absence of the classroom **teacher assistant**, the substitute teacher assistant upholds/provides appropriate learning activities, experiences and classroom management for students to fulfill their potential for intellectual, emotional, physical and social growth under the direction of the classroom teacher.

In the absence of **clerical staff**, the clerical substitute fills in to maintain the daily operation of office procedure and duties.

#### MAJOR RESPONSIBILITIES (SUBSTITUTE TEACHER ASSISTANT)

- Meet and instruct assigned classes in the locations and at the time designated
- Follow the daily schedule provided by the classroom teacher or designee
- Monitor students in accordance with the IEP and teacher direction
- Manage allotted learning time to maximize student achievement
- Present the subject matter according to guidelines established by Texas Education Agency, board policies and administrative regulations
- Evaluate and provide feedback on student progress during instruction
- Present for students a positive role model that supports the mission of the school district
- Promote the school in a positive manner within the school and community
- Use acceptable communication skills to present information accurately and clearly to colleagues, students, parents and community
- Create a classroom environment conducive to learning and appropriate to the maturity and interest students
- Demonstrate flexibility and willingness to adapt to changes in a regular school day

#### MAJOR RESPONSIBILITIES (SUBSTITUTE TEACHER ASSISTANT)

- Follow the established classroom discipline management plan, maintain order in the classroom and administer discipline in accordance with board policies and administrative regulations per instructions provided by the regular teacher.
- Protect and respect the confidentiality of the students under your supervision
- Maintain a professional relationship with all colleagues, students, parents and community members
- Encourage students to set and maintain standards of classroom behavior
- Take all necessary and reasonable precautions to protect equipment, materials and facilities
- Provide as much as possible, a safe environment to protect students
- Report immediately to the appropriate authorities in case on injury, illness or disruptions due to behavior or disciplinary situations
- Document lessons presented and activities completed to be reviewed by the regular classroom teacher upon his/her return
- Dismiss students according to instructions
- Follow established substitute arrival and dismissal protocols
- Complies with and supports district and school regulations and policies
- Models non-discriminatory practices in all activities
- Performs other related duties as assigned by building administrator(s) in accordance with district/school policies and practices

**Major Responsibilities (Clerical Substitute)**

- Help maintain attendance records
- Manage incoming calls and route to appropriate campus personnel
- Protect and respect the confidentiality of the students and student records

**SUPERVISORY RESPONSIBILITIES**

**QUALIFICATION REQUIREMENTS**

Ability to communicate (verbal and written), instruct and maintain emotional control under stress. Knowledge of subject areas assigned, general knowledge of curriculum and instruction as well as good knowledge of child growth and development. Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies is required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary while performing the duties of this job, the employee is regularly required to sit; stand; move throughout the room and/or facility; communicate verbally and electronically; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; kneel, stoop, crouch, and/or crawl; and climb or balance. Regularly required to lift or exert force of up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus. Regular attendance required.

**EQUIPMENT USED**

- TELEPHONE
- COMPUTER AND PRINTER
- CALCULATOR
- COPY MACHINE

**WORK ENVIRONMENT**

The environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job

The noise level in the work environment is usually moderate. Must be able to maintain emotional control under stress. Occasionally required to travel to facilities within the district. May be required to work after school and weekends.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive description of all work requirements and responsibilities. Additionally, the minimum level of education noted as a requirement could be supplemented by commensurate experience and/or certification(s) as determined by the hiring manager.

By signing below, I acknowledge receipt of this job description.

<b>Employee's Printed Name</b>			
<b>Employee Signature</b>		<b>Date</b>	