

## **SUBSTITUTE - CLASSIFIED INSTRUCTIONAL SUPPORT**

### **Purpose Statement**

The job of Substitute - Classified Instructional Support was established for the purpose/s of assisting assigned area in the absence of the regular Natrona County School District (NCSD) employee by monitoring and instructing students in general and specific areas, as directed, including assisting students with special health care and language needs; providing clerical support for teachers; providing for the safety and welfare of students while on school grounds/buses, including enforcing District rules and regulations pertaining to student academic behavior and drug prevention; and ensuring a safe and healthy learning environment.

This job is distinguished from similar jobs by the following characteristics: this is a non-benefited, temporary assignment. Regular positions that could potentially be substituted for under this job description include: Bus Assistant-Special Needs, Education Support Personnel, Education Support Specialist, Elementary Library/Media Technician, and Campus Security Officer.

This job reports to Program Facilitator

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### **Essential Functions**

- Assists certified and other staff with implementation and supervision of a variety of instructional support activities (e.g. including bus/transportation needs and library/media classes, as assigned, etc.) for the purpose of reinforcing learning objectives and ensuring student safety and success in school.
- Assists students with various activities and daily living skills (e.g. including bus/transportation needs and library/media, as assigned, etc.) for the purpose of creating a positive action plan in addressing specific student needs, and enabling students to function and/or excel in a school and community environment.
- Communicates with a variety of stakeholders, as directed by Certified staff and/or Administrator, (e.g. teachers, students, parents, district personnel, community agencies, etc.) for the purpose of providing information pertaining to the student's school-related activities.
- Maintains a variety of instructional materials and student files/records for the purpose of documenting activities, ensuring availability of items, and/or providing reliable information.
- Maintains assigned area and equipment in a clean, neat and safe condition for the purpose of ensuring a safe environment conducive to learning.
- Monitors students within a variety of school environments (e.g. classrooms, hallways, cafeteria, and patrolling school facilities/grounds, as assigned, etc.) for the purpose of modeling appropriate behavior/social skills, ensuring student compliance to established regulations, providing mediation, and maintaining a safe and positive learning environment.
- Performs appropriate hygiene procedures for self, equipment, and assigned area for the purpose of providing for a safe and sanitized environment for students and staff.
- Prepares, processes, and distributes written materials for the purpose of ensuring availability of materials, providing written reference, and/or conveying information.
- Provides positive reinforcement to students for the purpose of acting as a role model and advocate, and supporting students in meeting individual plan objectives and school-wide discipline plans.
- Refers incidents to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative guidelines.
- Responds to emergency situations and potential conflicts with students for the purpose of de-escalating behaviors, addressing immediate safety concerns, modeling positive behaviors, and directing the situation toward a positive outcome.
- Responds to inquiries from internal and external parties (e.g. students, district staff, parents, etc.) for the purpose of directing to appropriate personnel for resolution.

## **Other Functions**

- Attends meetings for the purpose of receiving and/or conveying information to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; operating equipment used in specialized healthcare; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic student needs, learning styles, and behavior of students with emotional disabilities; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and basic child development theory and principles.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; communicating with diverse groups in multiple settings; maintaining confidentiality and a positive and patient demeanor; working as part of a team in multiple settings; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Certificates & Licenses**

None Specified

### **Continuing Educ. / Training**

Maintain certification as required in specialty area

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

07/01/2014

### **Salary Grade**

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_