

**CLASSIFIED PERSONNEL
JOB DESCRIPTION**

POSITION TITLE: Classified Substitute

QUALIFICATIONS: Shall communicate effectively both orally and in writing.
Shall have a high school diploma or GED.
Shall demonstrate the ability to work effectively with students and peers.

REPORTS TO: Principal / Supervisor

PHYSICAL QUALIFICATIONS: Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

GENERAL DUTIES: Shall supervise students.
Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth.
Shall have a willingness to cooperate with the principal and staff.
Shall adhere to School Board of Education policies and procedures.

SPECIFIC DUTIES: Shall demonstrate professionalism.
Shall collaborate with peers, parents and students.
Shall perform tasks as assigned.
Shall perform any other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT: To be set by the district's salary schedule as approved by the board of education.

EVALUATION: Superintendent and / or Designee.

Updated 7/25/2016