



NEW: Submitted:  
08/07/2019 08/06/2019

JOB TITLE:	SUBSTITUTE SUPPORT STAFF
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	6-SUB-VARIOUS
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8950
BARGAINING UNIT:	SUBC

#### SCOPE OF RESPONSIBILITIES

Assumes responsibilities of an absent employee and/or provides temporary services which may entail: student instruction under the direction of a supervising teacher, general clerical functions, food service assignments, housekeeping tasks, or assignments and bus monitor.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Implements instructional techniques and learning activities as directed by certified staff
- Serves as clerk in general areas of school offices
- Prepares and serves foods in various assignments throughout the District
- Assumes responsibility for cooperating with and completing all assigned tasks under the direction of the food service manager
- Cleans offices, classrooms, restrooms, corridors in accordance with established procedures
- Assists in the pickup and delivery of students from/to parent, guardian or authorized individual
- Complies with all safety methods
- Represents JCPS in a professional manner
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

- High school diploma or G.E.D.
- Demonstrate competent language skills
- Program specific certifications/training
- Effective communication skills

#### DESIRABLE QUALIFICATIONS

- Knowledge of school system policies and procedures
- Ability to relate to students and staff
- Experience in a diverse workplace