



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