



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

JOB TITLE:	TEACHER PERMANENT FULL TIME AUXILIARY
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8049
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES

The Teacher Permanent Full Time Auxiliary carries out the duties in the absence of the teacher of record. Assignment of a Teacher Permanent Full Time Auxiliary is restricted to temporary use during an absence of a teacher or temporarily while a teacher vacancy is being filled. Teacher Permanent Full Time Auxiliary positions are assigned to a specific location but expected to fill assignments in other locations as needed. This position organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Meets and instructs assigned classes in the locations and at the times designated
Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interest of students
Guides the learning process toward the achievement of curriculum goals
Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
Reports immediately safety concerns to a school official
Maintains accurate complete and correct records as required by law, District policy, and administrative regulation
Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments
Performs health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned and 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 and fine manipulations. The work, at times, requires bending, squatting, crawling, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS

Kentucky Emergency Substitute Teacher Certification
64 College credit hours from an accredited college or university with a 2.45 minimum GPA

Experience working with school-age children
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in a diverse work place