



Job Description

Job Title: Substitute Teacher Assistant
Substitute Secretary

Supervisor: Building Administration
Employment Supervisor

Job Summary

The substitute teacher assistant provides assistance to teachers in the daily management and instruction of disabled students and to students in certain federally funded programs. As a substitute teacher assistant, the employee works under the direct supervision of the teacher to monitor and address the instructional, personal, and behavioral needs of students. As a substitute secretary the employee is responsible for providing general clerical office support in a school office setting.

Essential Duties – Substitute Teacher Assistant

1. Assists with individual or small group instruction in the assigned class.
2. Escorts and supervises students in resource activities which may include the playground, cafeteria, and off-site learning activities.
3. Performs designated learning tasks with students, reviewing lessons, topics and exercises; demonstrates or explains lessons, asks questions and prompts students for answers; uses supplementary learning materials and aids.
4. Reads to students and listens to students recite passages.
5. Attend the needs of students with disabilities that may include lifting, feeding, toileting, and monitoring supportive medical equipment, i.e., walkers, wheelchairs, etc.
6. Models nondiscriminatory practices in all activities.

Essential Duties – Substitute Secretary

1. Performs a variety of clerical tasks as assigned by the building administrators or office manager.
2. Answers telephones and responds to the needs of parents, teachers, staff, and administrators.
3. Maintains a high level of confidentiality.
4. Process incoming and outgoing correspondence as instructed
5. Type letters, take meeting notes, prepare simple reports, bulletins, charts, and other materials as requested.
6. Models nondiscriminatory practices in all activities.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities required)

Must possess a high school diploma or general education degree (GED) and six months related experience and/or training or equivalent combination of education and experience. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Thorough knowledge of standard office practices, procedures, and equipment. Ability to types accurately and at a reasonable rate of speed; familiarity with Microsoft Office. Must possess the ability to establish and maintain effective working relationships with other employees and the general public. Ability to understand and follow oral and written instructions.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl. Duties may involve risk resulting from attending to students' physical or sanitation/hygiene needs. Must be physically capable of frequently lifting or moving up to 50 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from the school. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Appropriate Administrator/Employment Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Substitute Teacher Assistant/Substitute Secretary will be required to follow any other instructions and to perform any other related duties as assigned appropriate Administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date