

**Job Title:** Permanent Substitute

**Wage/Hour Status:** Nonexempt

**Reports to:** Campus Assigned

**Primary Purpose:**

The mission of Life School is to develop leaders with life skills through strong academics, character training, and partnerships with parents and the community.

In support of the Life School mission, the **Permanent Substitute** will provide instruction, supervision and training of individuals or groups of students with a wide variety of needs in a regular and/or special education setting in the absence of the full time employee.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED

**Special Knowledge/Skills:**

General knowledge of curriculum and instruction preferred

Ability to instruct students and manage their behavior

Ability to understand and carry out verbal instructions

Effective verbal and written communication

**Experience:**

Some experience working with children preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

- Follow lessons developed by the classroom teacher and present in a manner that students understand.
- Create a classroom environment conducive to learning and appropriate to the maturity and interest of students.
- Establish and maintain control in the classroom and administer discipline in accordance with board policies, administrative regulations, and campus policies and rules.
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Maintain a cooperative, professional relationship with all colleagues, students, parents and community members.
- Use acceptable communication skills to present information accurately and clearly.
- Maintain prompt and regular attendance for each substitute assignment.
- Perform other tasks and duties as assigned.

**Other**

- Participate in staff development training programs to improve job performance.
- Participate in faculty meeting and special events as assigned.
- Manage student behavior in accordance with Student Code of Conduct and student handbook.

**Supervisory Responsibilities:**

None.

**Working Conditions:**

Maintain emotional control under stress; work prolonged or irregular hours. Frequent standing, stooping, bending, walking, lifting, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. Work may be required both inside and outside.

This position is funded 100% Title I. Employee will be required to complete semi-annual certification verifying 100% of their time was carrying out the duties as described, following the intent and purpose of the Title I program.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_