

PLYMOUTH COMMUNITY SCHOOL CORPORATION JOB DESCRIPTION

JOB TITLE:	Sub Teacher Calling Aide
EXEMPT:	No
SALARY LEVEL:	Per Classified Policy – Corporation Aides
LOCATION:	Plymouth Community School Corp.
REPORTS TO:	Assistant Superintendent
LENGTH OF WORK:	3 hours / day – 180 student days A phone line and answering machine will also be provided.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Acquire substitute teachers for Plymouth High School, Lincoln, Jefferson, Menominee, Washington, and Webster Schools on a daily basis.
2. Report substitutes name, teacher's name, and the reason for absence to each building secretary at 7:30 am.
3. Make every attempt to acquire substitute teachers as requested by each building.
4. Answering machine must be on at all times when the individual is not available to answer the phone.
5. Any long distance calls made on this line must be school related and documented.
6. Teacher absence calls will be made from 4:00 p.m. to 7:15 am.
7. Building principals must notify aide in advance the name and date of substitutes already assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

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 speak effectively before groups of children, parents, or employees of the School Corporation.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers. The employee must maintain a positive relationship with other staff, parents, and students.

PHYSICAL DEMANDS:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate.

The employee may be required to work both indoors and outdoors.

TERMS OF EMPLOYMENT:

Nine months per year. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

Revised 12/8/00