

**Waco Independent School District
JOB DESCRIPTION**

Job Title: Substitute - Paraprofessional
Instructional Aide/Clerical

Wage/Hour Status: At Will

Reports To: Campus Administrator and/or
Human Resources Administrator

Pay Grade/Days: Substitute Scale/ 226

Dept./School: Administration Bldg.

Date Revised: July, 2009

Primary Purpose:

Manages student learning in accordance with the goals and directives of the school district.

Qualifications:

Education:

- High school diploma or GED
- Attend an orientation/training session
- Possess good moral character

Special Knowledge/Skills:

Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students.
Effective organizational, communication, and interpersonal skills.

Major Responsibilities and Duties:

1. Consults with the principal, department supervisor and/or staff to resolve questions and/or concerns.
2. Complies with all building procedures and schedules. Promotes the proper use and care of school property.
3. Upholds board policies and follows administrative procedures.
4. Implements effective pupil management procedures if position is instructional. Maintains high standards and upholds the student code of conduct.
5. Works cooperatively with other members.
6. Maintains accurate records and submits report on time.
7. Respects personal privacy. Maintains the confidentiality of privileged information.
8. Performs other specific job-related duties as directed.

Substitute Teacher

- 9. Maintains acceptable attendance record and is punctual.
- 10. Ability to effectively function on the eSchool Solutions- SmartFind Express (SFE) via telephone/www.waco.eschoolsolutions.com.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress, work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment. May be required to lift and position students with physical disabilities, control behavior through physical restraint; and assist nonambulatory students. Exposure to biological hazards.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Executive Director of Human Resources at 254-755-9473 and/or Waco ISD Director of Athletics, at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Executive Director of Human Resources at 254-755-9473. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Section 504 Coordinator at 254-755-9473 or; P.O. Box 27, Waco, TX, 76703.