**JOB DESCRIPTION FOR: Classified Substitute**

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**REPORTS TO:** Building Administrator

**QUALIFICATIONS:**

A minimum of 48 college credit hours acquired through two years of study at an institution of higher education or successful achievement on the Kentucky Paraeducator Assessment; other qualifications as established by the Board of Education, Federal and/or State Law

**GENERAL RESPONSIBILITIES:**

To assist a classroom teacher or other responsible staff member in providing a safe and quality environment for students.

**DUTIES:**

1. Monitors students on a one-to-one basis, in small groups or in large groups to ensure their safety; follows procedures to safeguard the health and safety of students.
2. Works with individual students, small groups or large groups of students to reinforce learning of material or skills initially introduced by the teacher.

3. Assists the teacher or other responsible staff members in planning various activities for the students.

4. Guides independent study, enrichment work, and remedial work set up and assigned by

the teacher.

5. Alerts the teacher to any problem or special information about an individual student.

6. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers.

7. Participates in staff activities and in special training programs as assigned.

8. Follows directions of the teacher or other responsible staff members, organizes work, and documents student progress.

9. Performs other jobs as assigned by the principal or designated supervisor.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION November 19, 2012

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