

SUBSTITUTE CALLER AIDE JOB DESCRIPTION

HOURS: 5 hours per day/2 hours in the summer
WORK YEAR: Year long

Qualifications

1. High school diploma
2. Demonstrate aptitude for the work to be performed.
3. Warm personality
4. Ability to work with others

Reports to

Business Manager

Responds to District Administration

Job Goal

To provide professional and courteous service to all parents/students/staff/external partners.

Supervises

None

Position Requirements

Physical demands

Often sitting at desk for extended periods
Standing for extended periods
Moderate lifting from 15 to 30 pounds
Manual dexterity to use office equipment
Repetitive movement of fingers and hands

Sensory abilities

Visual acuity to read correspondence, computer screen
Auditory acuity to be able to communicate with students/parents/staff
Ability to speak clearly and distinctly

Work environment

Works from home and submits reports via email

Temperament

Ability to work as a member of a team
Must be courteous and able to effectively work with people
Must be cooperative, congenial, and service oriented

Qualities in the school

Ability to work in an environment with frequent interruptions

Cognitive Ability

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to exercise good judgment in prioritizing tasks and helping people
- Ability to communicate effectively with all staff, students and public

Comments

- Position holder must have a friendly, helpful caring personality.
- Position holder must successfully pass all tests and clearances required for employment.
- Position holder works under the supervision of the business manager.
- Position holder will not divulge any personal information concerning any student except to the classroom teacher to whom assigned or the school administrator (confidentiality).

Performance Responsibilities

1. Retrieve messages from the district's call off number
2. Prepare daily absence reports
3. Call in substitutes on an as needed basis
4. Submit daily substitute availability report for unemployment clarification
5. Work with building principals to fill long term substitute positions

Public Relations

- a. Present a pleasant and professional demeanor and appearance
- b. Communicate in an effective professional manner
- c. Exercise courteous and professional telephone manners
- d. Promote school, students and staff

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the required duties.

Evaluation

Performance on this job will be evaluated annually in accordance with the provisions of the applicable policies of the school district.

Steel Valley School District is an equal opportunity education institute and will not discriminate on the basis of race, color, national origin, age, sex and handicap in its activities, programs or employment practices in accordance with Federal and State statutes and regulations.

I have read and understood the above job description:

Signature

Date