

WINOOSKI SCHOOL DISTRICT
Job Description: Permanent Substitute (Program Assistant)

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Date Approved/Updated:

Location: District

Job Group: Support Staff - Union

Reports To: Principals or Designee

Summary of Position Responsibilities: Provide short or long-term coverage in the absence of school staff.

Essential Duties and Responsibilities:

- Provide long-term and short-term substitute coverage for a variety of staff positions (e.g., Mainstream IA, Individual Assistants, Admin Assistants, etc.) as outlined in the corresponding job descriptions:
 - [Instructional Assistant - Non Intensive](#)
 - [Instructional Assistant - Intensive](#)
 - Admin Assistant
 - 1. [Elementary](#)
 - 2. [Middle/High School](#)
- Provide short-term coverage for a variety of licensed educator positions as needed.

Supervisory Responsibilities include: None.

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, an individual must be able to perform each essential duty and professional expectations satisfactorily, in addition to the following:

- **Education and Experience.** One year of directly relevant experience in a school setting is desirable and possibly required. Good working knowledge of children. Knowledge of children with disabilities of special education students, and special education teaching methods preferred.
- **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. Demonstrated broad knowledge of academic subject matter being taught to students desired. Able to effectively support students in the area of literacy.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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- **Mathematical Skills.** Good basic math skills. Able to effectively support students in the area of mathematics. Ability to apply concepts of basic algebra and geometry **may be required.**
- **Computer Skills and Experience.** Good technical skills. Able to effectively and efficiently use Google applications including gmail, Google Doc and Google Sheets. Good data entry skills.
- **Reasoning Ability/Mental Requirements.** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Other Qualifications.** Experience working with children/adolescents. Ability to assist students physically as required. Available to attend required or requested training, meetings, and professional growth activities outside of school hours (e.g., summers, teacher in-service days and after-school). Ability to remain calm and efficient in responding to medical emergencies.
- **Travel Requirements.** Must have reliable transportation to and from work.
- **Attendance.** Reliable attendance at work and punctuality is required for the position. Employee must be able to work before and/or after school hours to complete assigned duties and to attend meetings.

Physical Demands:

The physical demands are typical 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. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- Standing
 Walking
 Sitting
 Lifting
 Carrying
 Pushing
 Pulling
 Climbing
 Balancing
 Stooping
 Kneeling
 Crawling
 Crouching
 Reaching
 Handling
 Fingering
 Feeling
 Talking
 Hearing
 Far Vision
 Near Vision
 Color Vision
 Depth Perception
 Repetitive Motion
 Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i>	<i>Medium Work XX</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 14 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

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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. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

<input checked="" type="checkbox"/> Exposure to weather	<input checked="" type="checkbox"/> Extreme heat	<input type="checkbox"/> Extreme cold	<input checked="" type="checkbox"/> Noise	<input type="checkbox"/> Dust, vapors, fumes
<input checked="" type="checkbox"/> Time constraints	<input checked="" type="checkbox"/> Public contact	<input checked="" type="checkbox"/> Deadlines	<input type="checkbox"/> Travel	<input checked="" type="checkbox"/> Inside work

Terms of Employment: Salary or hourly wage and work year to be established by board or designee.

Compensation: Per Negotiated Agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Negotiated Agreement.

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