

# ESCCO – COUNCIL OF GOVERNMENTS

## JOB DESCRIPTION

### **NON-TEACHING, NON-ADMINISTRATIVE (NON-LICENSED SUBSTITUTE**

#### **Minimum Qualifications:**

- Valid Ohio Educational Aide Permit issued by the Ohio Department of Education (required for those working directly with students)
- Documentation of a clear criminal record in compliance with state statute
- Must be detail oriented and able to follow written and verbal instructions
- Complies with drug-free workplace rules and Board policies of both the ESC of Central Ohio and ESC-COG member school districts

*Note:* This position requires ability to report to assignments in ESC-COG member schools.

**FLSA Classification:** Exempt

**Reports To:** Building Administrator or designee of school building assigned to

#### **Job Objectives:**

A substitute serves on an as-needed basis to provide services in the absence of a regular district employee. To perform this job successfully, an individual must be able to perform all responsibilities and essential functions as listed below satisfactorily.

#### **Responsibilities and Essential Functions:**

“The following duties are representative of performance expectations and the list below is not ranked in order of importance. The minimum performance expectations include but are not limited to the following duties.”

- Maintains and respects confidentiality of student and school personnel information
- Provides adequate supervision to assure health, welfare and safety of all students as well as equipment, materials and facilities as assigned.
- Reports all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately
- Follows schedule/plan provided by the regular school employee for the assignment. Performs all duties assigned (i.e. lunchroom duty, employee work schedule.)

- Complies with all school regulations, procedures and policies at all times.
- Models nondiscriminatory practices in all activities
- Sensitive to, and supportive of, the needs of students with disabilities and/or from culturally diverse backgrounds
- May be requested to perform other related duties as assigned by building administrator(s) or his/her designee in accordance with the school/district policies and practices.

**Conduct:**

The Ohio Department of Education, on behalf of the State Board of Education, administers the ethical standards for educators to help ensure students experience a safe, healthy and supportive school environment. The *Licensure Code of Professional Conduct for Ohio Educators* provides the framework for professional conduct for all Ohio educators, including coaches, aides, teachers (including substitutes), principals, superintendents, and other licensed individuals serving schools (e.g., school nurses, counselors, and treasurers).

Substitute shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC-Council of Governments.

**Terms of Employment:**

Substitutes serve on an as needed basis and follow the school district calendar and schedule for each district on their preference list. ESC-COG substitutes are typically not needed during non-instructional times. Annually all licensed ESC-COG substitute employees must complete the renewal criteria for the upcoming year. Substitutes are responsible for maintaining proper certification/licensure (including background checks) through the Ohio Department of Education and BCI/FBI.

Each substitute shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each substitute teacher has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

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