



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> <i>Special Assignment Substitutes</i>	<b>Last Revised/Approved:</b> <i>June 2018</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Principal, Building Leader, Regional Superintendent</i>
<b>Office:</b> <i>Office of School Administration</i>	<b>Department:</b> <i>Various</i>

<b>Compensation Information</b>	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> <i>Exempt</i>	<b>Term of Employment:</b> <i>FT</i>

**Position Summary/Purpose:**

*A Milwaukee Public Schools' (MPS) Special Assignment Substitute provides an instructional program for students' which is appropriate to their educational needs and developmental level. The employee is responsible for carrying out the lesson plans of the teacher for whom he/she is replacing and meeting the duties of teaching as outlined in the policies and procedures of MPS. The Special Assignment Substitute participates as an integral member of the instructional program to include tutoring students, assisting in documentation of pupil progress, preparation and organization of materials and equipment, and/or instructing.*

**Essential Functions/ Core Competencies:**

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

*Note: An Essential Function must meet the following criteria:*

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Follows the lesson plan left by the teacher for whom he/she is replacing in accordance with district's philosophy, goals and objectives.
- Implements instructional techniques and learning activities as directed in regular and/or special education settings.
- Meets and instructs assigned classes in the locations and at the times designated.
- Establishes and maintains order in the classroom.
- Maintains a classroom environment conducive to effective learning.
- Takes all necessary and reasonable precautions to protect students, materials, equipment and facilities.
- Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
- Assists in upholding and enforcing school rules, administrative regulations, and School Board Policies.
- Cooperates with school personnel.
- Establishes and maintains cooperative relations with other employees, parents and the community.

- Provides exceptional customer service through positive communication and fostering a welcoming environment.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Must have a bachelor's degree
- Must have a current, valid substitute teaching license granted by the Wisconsin Department of Public Instruction.
- Must have a valid drivers' license and be able to get to work daily

### ***Experience Requirements:***

- Must be able to show satisfactory work experience for the past one-year
- Must work a minimum of 30 hours/weekly for one quarter of the year to be eligible for benefits the next quarter
  - **(example:** Work an average of 30 hours/week beginning in August/September and be eligible for benefits January 1)
- Two years of experience working with urban youth is required

### ***Knowledge, Skills and Abilities:***

- *Effective oral and written communication and presentation skills are required.*
- *Skill at organizing resources and establishing priorities.*
- *Excellent teamwork skills are essential.*
- *The ability to develop effective working relationships with diverse individuals at all levels is required.*
- *Must have excellent planning and organizational skills.*
- *A working knowledge of computer applications to include MS Office software and the MPS Portal is required.*
- *Knowledge of Infinite Campus is preferred*
- *Must be able to juggle numerous responsibilities with varying deadlines.*

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Typical office or school environment

## **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.*

## **Equal Opportunity:**

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Department of Human Capital. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.

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