

## **SUBSTITUTE EDUCATIONAL ASSISTANT**

<b>SPA License Status:</b>	<i>N/A</i>
<b>SPA Probation:</b>	<i>N/A</i>
<b>FLSA Status:</b>	<i>Non-Exempt</i>
<b>Supervisor:</b>	<i>Campus Administrator</i>
<b>Supervises:</b>	<i>None</i>
<b>Salary Schedule:</b>	<i>Per Substitute Salary Schedule</i>
<b>Terms of Employment:</b>	<i>Substitute Educational Assistants serve at will, are not employed for any specific length of time and have no property rights in their employment.</i>
<b>Job Goal:</b>	<i>Carries out the essence and intent of the teacher/educational assistant of record. Acts as surrogate in a classroom and to teach, by creating a flexible program in an environment favorable to learning and personal growth, by encouraging students to develop skills, attitudes, and knowledge needed to obtain a good foundation for continuous growth and development; by providing student with experiences which integrate the affective, cognitive and psychomotor dimensions of learning; by establishing effective rapport with students and school staff by assisting in developing positive feelings toward themselves and others. Provides continuity at the selected school, by being available to aid in the classroom as determined by assignment or at the direction of school administration.</i>

### **Minimum Qualifications**

- 1. High School Diploma or Equivalency.*
- 2. Must be eligible for or currently hold a valid New Mexico Substitute Teaching License or Teaching License.*

### **Job Duties**

- 1. Incumbent must achieve the following outcomes with or without reasonable accommodation.*
- 2. Carries out the essence and intent of the teacher/educational assistant of record.*
- 3. Cooperates in the implementation of the District program of instruction.*

4. *Implements a program of study that, as much as possible, meets the individual needs, interest and abilities of students and complies with State Department of Education Standards and LCPS Board of Education goals and objectives.*
5. *Guides the learning process toward achievement of curriculum goals. October 2018*
6. *Utilizes clear objectives for all lessons assignments, units and projects in harmony with curriculum goals and communicates the objectives to students.*
7. *Employs instructional methods and materials that are most appropriate for meeting stated objectives.*
8. *Establishes and maintains standards of appropriate student behavior and discipline to achieve a functional learning atmosphere in the classroom and assists in its maintenance campus wide.*
9. *Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.*
10. *Meets and instructs assigned classes in the location and at times designated.*
11. *Cooperates with other staff and support personnel in helping students with health attitude, learning and behavioral issues.*
12. *Maintains a safe environment for student learning.*
13. *Complies with state-approved Code of Ethics of the Educational Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.*
14. *Articulates and facilitates the implementation of the mission and values of the Las Cruces Public Schools.*
15. *Safeguards confidentiality of privileged information.*
16. *Prepares and maintains accurate and complete records and reports as required by law, state directives, district policy and administrative regulations.*
17. *Shares the responsibility for the supervision and care of district inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.*
18. *Maintains professional relationship and works cooperatively with employees, the community and other professionals.*
19. *Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.*

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*I accept this position offered and agree to the above job description.*

*Print Name* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

| *Approved By* \_\_\_\_\_ *Date* \_\_\_\_\_

