

## JOB DESCRIPTION: SUBSTITUTE ADMINISTRATIVE/CLERICAL

*The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.*

- 1) **JOB TITLE: SUBSTITUTE ADMINISTRATIVE/CLERICAL.** Other job titles that a substitute Clerical employee may be known by include (but are not limited to): Secretary, Clerical Assistant, Administrative Aide, Administrative Assistant, Receptionist, etc.
- 2) **QUALIFICATIONS.**
  - a) Meets state requirements for education qualifications.
  - b) Ability to read, write and communicate in the English language fluently and effectively.
  - c) Has effective organizational, communication and interpersonal communication skills.
  - d) Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District staff and students.
  - e) Maintain student and school personnel confidentiality.
  - f) Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the school.
  - g) Manifests a positive role in school and community relations.
  - h) Additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Education (KE).
- 3) **REPORTING STRUCTURE.**
  - a) The Substitute Administrative/Clerical employee will report to the School Principal or Assigned School District Administrator.
  - b) The Substitute Administrative/Clerical employee will receive day-to-day and all job-specific instruction from the School District.
- 4) **JOB GOAL.**
  - a) In the absence of the School District's full-time Administrative/Clerical employee, the Substitute Administrative/Clerical employee provides general secretarial and clerical office duties.
  - b) The Substitute Administrative/Clerical employee shall perform his or her work under the direction of the School District's full-time Administrator or other designee, who has ultimate responsibility for designing and implementing clerical services.
- 5) **SCOPE OF RESPONSIBILITY.**
  - a) The Substitute Administrative/Clerical substitute employees work at all times under direction and supervision of School District full time, professional employees.
  - b) Dress in a safe and appropriate manner as described in the KE Standards of Professional Conduct.
  - c) Follow sign in and sign out procedures as prescribed by the School District personnel.
  - d) Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
  - e) Perform secretarial and clerical tasks of a varied nature.
  - f) Assist in creating and maintaining a clean, attractive, orderly, safe, and efficient office environment.
  - g) Communicate to the School District Administrator or designee any unusual situations witnessed.
  - h) Report all personal injury or school property and/or theft to Kelly supervisor and School District personnel immediately.
  - i) Allows all students to see the on-site nurse or visit the school clinic if and when they request to do so. The Substitute employee should never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by School District personnel.

- j) Allows all students to use the restroom if and when they request to do so. The KE Substitute employee should never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by School District personnel.
- k) Immediately notifies my Kelly Education representative of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. No changes may take effect until Kelly Education has formally agreed to the proposed change.
- l) For your own safety as well as that of students and district staff, Kelly Education requires adherence to a 'S.A.F.E. Touch' policy as it relates to physical contact between you and students. This policy is located in the Kelly Education Handbook Addendum, reference Section: KELLY EDUCATION 'S.A.F.E TOUCH' POLICY.

- 6) **UNACCEPTABLE DUTIES/RESPONSIBILITIES.** The Substitute Administrative/Clerical employee shall not:
- a) Have sole supervisory responsibility or any supervisory responsibility for students.
  - b) For the physical safety of the students and the Substitute Administrative/Clerical Worker and to avoid KE being held liable for injuries, the Substitute Administrative/Clerical Worker shall not perform duties that will require or permit the following:
    - (1) Administer medication.
    - (2) Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
    - (3) Be alone with a student in a private setting. <sup>1</sup>
    - (4) One-on-one contact with special needs students including physical restraint or care.
    - (5) Lift more than 25 pounds.
    - (6) Actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an assigned employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only.

School District will use the Substitute Administrative/Clerical employees only in assignments consistent with the job descriptions for which KE places them, will not give duties to a Substitute Administrative/Clerical employee that Substitute Administrative/Clerical employee must perform outside of School District's premises, and will take full responsibility for assignments or duties that differ from the Substitute Administrative/Clerical employees' mutually agreed upon job duties, responsibilities, work environment, or location, unless mutually agreed to in writing.

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<sup>1</sup> This includes in-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students and/or assignments without on-site supervision from district personnel.