



# Substitute Employee Handbook

## A Guide for Thompson School District's Licensed and Classified Substitutes

Welcome to Thompson School District's Substitute program. You are a vital part of our education system. Thompson School District substitutes serve over 15,000 students in approximately 45 locations.

On average, 100 substitutes are working in Thompson School District each day. We value our hard-working substitute teachers who contribute to student achievement through their commitment to quality education.

We understand that substituting is a demanding job that requires a positive attitude, organization, mental preparation, flexibility, knowledge and skill. This handbook and the substitute orientation are designed to help prepare you for this important and challenging job.

Please feel free to contact the Human Resources Department at any time about comments or concerns you may have about the substitute program.

We look forward to working with you!

Sincerely,

Substitute Coordinator, 970-613-5005

Empower to learn - Challenge to achieve - Inspire to excel

## **Thompson School District Employs Two Types of Substitutes...**

A **Licensed Substitute** replaces a licensed employee in the event of his or her absence and **must** hold a Colorado teaching license or substitute authorization. (3 or 5-year)

A **Classified Substitute** replaces Paraprofessionals, Classroom aide, School Health Office Assistant, In-House Suspension Monitor, Library Media Assistant, Infant Nursery Group Leader, Faculty Assistant, Campus Monitor, School Secretary-Elementary. A teaching license is not required for classified substitutes.

A Licensed substitute may opt to work in both areas of substituting. (The pay is different--a licensed sub in a classified position will only receive classified pay).

### **Pay**

The substitute pay period starts on the first day of the month and ends on the last day of the same month. Substitutes are paid for the previous months work. Example: If you work in October you will receive pay in November for all October days worked.

Payday is on the 27<sup>th</sup> of the month unless otherwise noted. Please refer to the payroll schedule for specific dates. Direct deposit is available and recommended for all substitutes. Substitutes that do not have a direct deposit will have their checks mailed to their most current address on file.

**Licensed** substitutes are paid \$84.00 per day for full day assignments. Any assignment 4 ½ hours or less is considered a half day and will be paid at \$42.00.

**Classified** substitutes are paid \$61.12 per day for full day assignments. Any assignment 4 hours or less is considered a half day and will be paid at \$30.56.

The substitute coordinator will change the job to reflect the appropriate hours. Substitutes are not paid extra for covering additional classes during the course of the regularly scheduled day. Covering classes during an open or planning period is part of the substitute's job duties.

Substitutes should have a clear understanding of whether they are substituting for a full or half day assignment before accepting the job.

When an assignment is called in over a course of several days the SubFinder System will tell you "same times everyday" or "per employee schedule".

It is required for substitutes to record all assignments accepted through the SubFinder System on a job verification card (time card). Job verification cards are available at the Administration Building. Substitutes will be required to show the job verification card if there is a discrepancy on a paycheck. If there is a discrepancy and a job verification card cannot be produced it is the responsibility of the substitute to contact the school in which the discrepancies occurred and get written verification of the day worked. That verification must be returned to the Substitute Coordinator's office at the Administration building.

Assignments that have not been made by the SubFinder System or the Substitute Coordinator are subject to non-payment for that assignment. If two substitutes report for the same assignment, the substitute with the job number will stay for the day.

Individual staff members may not arrange a specific substitute, although individual teachers may **request** a substitute through SubFinder. If a staff member contacts you directly, do not accept the assignment. The teacher must call the job into the SubFinder System and request you as a substitute; you must then accept the assignment and obtain the job number.

It is possible for the school secretary or Sub Coordinator to prearrange an assignment mutually agreed upon.

## Long-term pay

Long-term Licensed substitute pay is \$90 a day starting the 11<sup>th</sup> day of the absence. (And there is no break in the assignment)

Classified staff substitutes who work in a continuous position for over 20 consecutive days will be paid at the minimum of the range for that classification on the classified pay schedule starting on the 21<sup>st</sup> work-day. This rate shall apply as long as the substitute remains in the same position.

## Equal Opportunity

Thompson School District is an equal opportunity employer. It does not discriminate in hiring, promotion, discharge or other aspects of employment on the basis of race, color, age, religion, disability, gender, or national origin.

## Orientation

Applicants must complete a one hour Substitute Orientation. After the District pre-screens the applications, those who are selected to be hired will be contacted and scheduled for an Orientation.

## Eligibility/Activation

All substitute teachers must hold a valid Colorado Teaching License or a 3 or a 5-year Substitute license. All required paperwork must be completed and approved by the Department of Human Resources prior to activation. Once you are approved you must also register in SubFinder in order to receive job offers.

All classified substitutes must be fingerprinted. Under Colorado statutes 22-32-109-8, all non-licensed employees must be fingerprinted prior to becoming a school district employee. All required paperwork must be completed and approved by the Department of Human Resources prior to activation. **Employees will have the \$52.50 fingerprinting fee deducted from their first paycheck.**

Substitutes are “**on call as needed employment**” with the Thompson School District. Thompson School District has the right to remove an individual from its substitute rolls, as it deems necessary.

## Substitute Selection

**Random Selection:** When an employee requests a substitute and does not specify a specific substitute, the system will randomly select appropriate substitutes who match the assignment. Selection is based on a profile that each substitute completes, and the calling order is sorted according to license or position type (*i.e. Art endorsed substitutes will be the first to be called for an open art position*).

**Specified Substitute:** To request a specific substitute using the phone system you must know the Substitute's ID number. If requesting a substitute on-line, use the substitute's last name. If the requested substitute does not accept the job, the job will move to **random selection**.

**Prearrange Substitute:** Employees may also prearrange substitute coverage for an upcoming absence with a specific substitute. It is a verbal agreement between the substitute and the employee. The substitute coordinator or the school secretary must set up the assignment. The system will not call the substitute.

## Overview

Substitute teachers are called by an automated voice response system. Thompson School District staff may report absences 24 hours a day, seven days a week. Substitutes will be called for same day assignments starting at 5:00 am. The system will call until all positions are filled or there are no more eligible substitutes to call. The calling period for next day or future absences is from 5:00 pm-10:00 pm. Substitutes should arrange their schedules to accept calls during the calling periods and be prepared to leave home on short notice.

## Phone Access

**Phone Number:** The system may be accessed 24/7 by phone at 1-(877)-388-7914. Detailed instructions for phone access are provided to substitutes in their orientation folders.

**Solicitor Blocks:** If a solicitor block is set up with the substitute's home phone number, the system may not be able to contact the substitute. Substitutes may modify blocked periods with their phone company so that the block is unblocked during the system's callout times.

**Answering machines:** While the system may leave a fragmented message on an answering machine, the system will not leave a complete message for a job offer. The system will not hold the job, as it moves on to calling the next available substitute.

**Cell Phones:** Cell phones can be used with the system; however, it is imperative that the DTMF settings (tones) on the phone be active. Substitutes must contact their cell phone provider with questions on activating settings.

## Late Calls

When an employee requests a substitute in the morning, the system will start calling immediately. Occasional the start time for an available assignment has already passed. If a substitute can make it to the school in a reasonable amount of time (less than an hour), it is recommended that he or she accept the job. The substitute should also call the school, so the office knows the job has filled.

## Same-day Cancellations

In the event that you must cancel an assignment on the same day it is assigned, please do so as soon as possible. In addition to canceling it in the substitute system, please notify the school as well so that they are aware of the change, if possible.

## School Closure

In the event of snow or other hazards, local radio stations or Denver news stations will announce school closure information. You may contact our snow closure phone number 970-613-6788; you may also visit our web site at [www.thompson.k12.co.us](http://www.thompson.k12.co.us). In the event of a school closure Substitutes are not expected to report for the substitute assignment, and no substitute pay is awarded.

## Web Access

The automated system is also accessible 24/7 through the Internet. Substitutes may access the system at [www.thompson.k12.co.us](http://www.thompson.k12.co.us) click on employment tab, then SubFinder.

**Please note: Substitutes need to be flexible once arriving at the assigned site. You may be asked to fill a position other than the one originally assigned. (Ex., you may be assigned a secretary position, but the school may choose to have their Faculty Assistant fill in for the secretary since they are more familiar with school procedures. You would then fill in for the Faculty Assistant.**

## Responsibilities of the Substitute

### Legal Issues & Ethics

An overall consideration when substitute teaching is the substitute teacher's legal responsibility in the classroom and school. The following are some legal responsibilities of which the substitute should be aware.

**Supervision of Students:** The substitute teacher who has physical control of a classroom has a duty to keep these children safe and orderly. In many states, a teacher acts in *loco parentis*- in the place of a parent-and is allowed to use his/her judgment in a manner similar to a parent. The standard is the reasonable use of professional judgment for the safety and orderly education of students.

**Due Care and Caution:** A substitute teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and actions, and following school safety policies and procedures.

**Release of Children:** Due to possible restraints on who may have custody of a child, children should not be allowed to leave the building during the school day without express consent from the school office.

**Health:** Only the school nurse or other appropriate health personnel should administer medication, not the classroom teacher. If there are medication requirements of a student, the school nurse should be notified. Accidents or injuries must be reported to the office or clinic immediately. If a student becomes ill, the substitute must call for help. The student should be sent to the health office accompanied by someone, and the substitute should follow up to verify status. If a substitute suspects a student of being under the influence of drugs or alcohol, he or she should contact the school administrator.

**Confidentiality:** It is unprofessional and against the law to disclose confidential information about students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical condition, learning, discipline problems, etc.

**Anecdotal Records:** Maintaining notes on particular incidents in the classroom can protect a substitute in problematic situations. If a classroom occurrence might be questioned, date and time should be noted, the individuals involved, the choices for action considered, and the actions taken.

**Discipline Policies:** A classroom teacher or substitute teacher may NEVER USE CORPORAL PUNISHMENT WITH STUDENTS. This includes hitting, pushing, pinching, forcing a student to stand for long periods of time, making students do push-ups, or using any physical force. DO NOT TOUCH STUDENTS. A classroom teacher or substitute teacher may never use inappropriate language, name calling, or harsh words with a student. When in doubt about handling a situation, referring the student to the building principal is always sound advice. A substitute may call on a neighboring teacher or the office for assistance in accompanying the student to the office.

**Safety:** Each school has a written emergency plan, which includes procedures for lockdown and/or emergency evacuation. All threats are to be treated seriously and reported to the main office immediately. If a substitute suspects a student of being under the influence of drugs or alcohol, he or she should contact an administrator. If a substitute needs to leave the classroom for any amount of time, call for assistance. NEVER LEAVE STUDENTS UNATTENDED.

NOTE: Board Policy prohibits staff (including substitutes) from advancing or promoting a particular religious belief or viewpoint while on duty. Substitute teachers may not take advantage of their position by selling, promoting or otherwise soliciting goods or services for their personal gain or benefit while on duty at any Thompson School District property, unless prior authorization has been obtained.

## **Crisis/Emergency Procedures**

All schools within Thompson School District have plans and procedures in place for handling crisis situations. As a part of the plans, school conduct practice drills for fire, severe weather and lockdown situations. Teachers play a crucial role in all emergency procedures and substitutes may be responsible for a class of students when an emergency procedure is employed. In addition to remaining calm, the following suggestions may help a substitute be better prepared in the event a crisis occurs.

**Ask the Office:** As a substitute checks in at the office, he or she should take a moment to ask what the crisis procedures are for that school.

**Check out the Classroom:** When arriving at the classroom, a substitute should take a few minutes to look around and locate the following:

- Fire evacuation maps that show primary and secondary exits.
- A class roster.

**Meet Neighboring Teachers:** If you have the opportunity, introduce yourself to a neighboring teacher. This will provide you with someone you can ask for assistance, or to help clarify any internal school procedures.

### **Lockdown Plan:**

- Remain calm. Most students will model your reactions to the situation.
- Make sure all classroom doors are closed and locked.
- Close window shades/blinds.
- Take roll. Notify the office of any missing students i.e. restroom or locker visits.
- Maintain quiet throughout the drill.
- Remain in a lockdown until further instructions are given.

**For further information please contact the Building Secretary or Administrator.**

## **Classroom Instruction**

Substitute teachers are to follow lesson plans and instructions provided by the classroom teacher. The regular routine of the classroom should be maintained whenever possible. If lesson plans were not left, contact the office for further instruction.

Check the classroom teacher's master planning book to see if there are any students with special needs or medical conditions of which to be aware. Check with the office if the teacher's planning book is not available.

Substitute teachers are encouraged to review the campus student handbook to become familiar with policies and regulations of the school.

Substitute teachers are expected to perform **all** of the duties of the classroom teacher, including covering extra classes if needed.

Substitute teachers should not assign written work and leave it to be graded unless directed to do so in the lesson plans.

Substitute teachers are responsible for the pupils, equipment, and materials assigned to them for the assignment. All materials and equipment borrowed must be returned to the proper authority before leaving campus.

Substitute teachers should leave a brief summary of the day's activities for the classroom teacher. The summary may include behavior issues, special circumstances for the day, work that was done or not done during the day.

If a student is injured or requires medical attention contact the school health office and provide information as needed to complete the incident report.

**Substitutes should never leave the classroom unattended. If you need to leave the room for any reason you must contact the office.**

**Substitute Concerns**

If during an assignment any issues of concern arise regarding substitute performance, school administration will notify the substitute coordinator.

**Access to School Maps, Listings, Calendars, Pay Rates**

Current maps, school listings, calendars and pay rates may be found on our web site at [www.thompson.k12.co.us](http://www.thompson.k12.co.us).

**Safety/Reporting of Injury**

Workers' Compensation (Ref. Policy GDCD\*)

The District is committed to providing a safe, injury free work environment. Safety at the workplace is everyone's responsibility. If you see a dangerous or potentially unsafe work situation you should report it to your building administrator immediately. **If you are involved in a work related accident you MUST report the injury to your immediate supervisor and then complete the Employee's First Report of Injury Form within 24 hours.**

The District has a Designated Physician Program to control costly work injuries. If you are injured at work and require medical attention that is not life or limb threatening, you must visit one of the designated physicians. In order for your medical bills to be paid by the workers compensation insurance carrier you **MUST** seek treatment from a designated provider. A list of designated providers is included in the worker's compensation handbook and on the employment law posters posted at each building.

**DESIGNATED PRIMARY CARE PHYSICIANS**

WorkWell Occupational Medicine  
1608 Topaz Drive  
Loveland, CO 80537  
Phone: (970)593-0125

Banner Occupational Health Services  
1703 East 18<sup>th</sup> Street, Suite 4  
Loveland, CO 80538  
Phone: (970)2784580

**Responsibilities of the School and Teacher**

**SCHOOL:** The Substitute will be provided a schedule of the school class times including any special schedule changes, such as school assemblies, pep rallies, early release hours.

The substitute should be made aware of routine information such as special duties or assignments, absentee reports, dismissal times and special needs students.

The substitute should be informed of and follow the procedures for attendance reporting.

**TEACHER:** The substitute will be provided with the following: Lesson plans for each class, class rolls, and procedures to follow for special needs students, pupil seating charts and keys if needed.

When the teacher anticipates an absence, he/she should prepare students to work with the substitute teacher. He/she may identify student(s) to assist the substitute during the course of the day.

Teachers should never criticize or express dissatisfaction with the work of the substitute teacher in the presence of the students. Dissatisfaction with the substitute's work will be addressed with the building principal.

## **TIPS FOR THE SUBSTITUTE**

### **How to Succeed**

- ✓ Try to arrive 30 minutes early
- ✓ Be professional-dress and attitude
- ✓ Turn **off** your cell phone
- ✓ Read lesson plans thoroughly; seek help if needed
- ✓ Be interesting and get involved with the kids
- ✓ Leave detailed notes at the end of the day with your phone number
- ✓ Know the legal responsibilities and review policies, duties, and expectations

### **Learn Building Procedures**

- ✓ Ask questions
- ✓ Use initiative
- ✓ Know where to go for help
- ✓ Do not be afraid to seek help
- ✓ Understand the disciplinary procedure in the school.
- ✓ Know what to do with that ONE child you are not able to handle.

### **Be Ready for Emergencies**

- ✓ Think through possible emergencies and how to meet them before they happen...

If a child is sick  
If a child gets cut

If a child faints  
If a child has an “accident”

If a child has a bloody nose

### **Use Common Sense**

- ✓ If you are uncertain what to do in a particular class situation, use your common sense
- ✓ Have confidence in yourself
- ✓ Trust your judgment

### **Develop your “Effective Teacher” Skills**

- ✓ Come prepared to teach
- ✓ Develop skills of good direction giving...
- ✓ Present sequentially
- ✓ Combine written and oral directions
- ✓ Be sure to have the attention of all students, state the objective for the day
- ✓ Project a positive feeling tone, use positive reinforcement with the students
- ✓ Have a bag of tricks... Word games... Math games... Writing/discussion topics
- ✓ Have an alternate lesson plan with prepared materials to fill unexpected gaps

### **Practice Positive Classroom Management**

- ✓ Let students know your expectations ... Be firm and consistent... Don't argue
- ✓ Don't threaten anything you can't carry out
- ✓ Don't ridicule
- ✓ Don't make deals to gain control
- ✓ Don't create situations
- ✓ Be positive
- ✓ Show a sense of humor
- ✓ Be human

## *Human Resources/Benefits and Risk Management Office*

Thompson School District  
Universal Precautions / Handling Bodily Fluids and Substances

### **Universal Precautions**

Are procedures used to prevent the transmission of germs. The practice of universal precautions includes hand washing, use of personal protective equipment such as gloves or masks, and cleaning and disinfecting in a prescribed manner when dealing with body fluids. The purpose of universal precautions is to reduce the spread of illnesses caused by viruses or bacteria such as Hepatitis, HIV, Cytomegalovirus, MRSA, flu and many others. The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term body fluids includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions, saliva and any fluid containing blood.

#### **Hand washing**

- Wash your hands frequently, preferably between working with students; before and after feeding, after wiping your nose or mouth, after touching communal objects, i.e., doorknobs, phones, desktops, keyboards, etc., before and after using the restroom, after picking up or touching soiled tissues, when you return home from work, etc.
- Use soap and water and wash vigorously under a stream of running water for 15 – 20 seconds (sing the happy birthday song twice!).
- Dry hands and use paper towel to turn off running water.

#### **Precautions**

- Avoid direct skin contact with body fluids and substances.
- Keep disposable gloves readily available for quick response.
- Wear disposable gloves when handling body fluids and substances.
- When possible, have students wash off their own cuts and abrasions and tend to their own runny or bloody noses.
- Wash hands with soap and water, frequently.
- Limit shared use items (where potential transmission of communicable disease exists) to the extent possible or sanitize after use, e.g., bathroom passes, mouthpieces, sports bottles, etc.
- Carry a fanny pack to keep tissues, disposable gloves, gauze (to stop bleeding) handy; place used items in plastic bag.
- Call for health office assistance if the situation requires first aid.
- If unanticipated skin contact is made with body fluids, hands should be washed as soon as possible.
- All disposable contaminated items and gloves should be placed in a clear plastic bag, tied and then placed into a second secured, plastic bag until trash is removed from the building. This includes contaminated student clothing and items which are going to be sent home.
- Any questions about the use of universal precautions should be directed to the school nurse.

#### **Injuries and Spills**

- Assist student.
- Move others away from body fluid or substance.
- Call for health office assistance if the situation requires first aid or if students have been exposed to bodily fluids or substances.
- Assigned, trained staff will use the special kits to remove, clean and dispose of the bodily fluid and substances.
- If a student has been injured and reports to the health office, the SHOA or RN will complete a Student Incident Report and e-mail it to Risk Management. Teachers or other staff who are the primary witness to a student injury are to complete the applicable sections of the Student Incident Report and return it to health office staff for completion.
- Teachers and coaches are to complete the Student Incident Report when the student is injured, either away from school, after school hours or during a time when staff in the health office is unavailable.
- If staff has been injured, complete Employees First Report of Injury and fax it to the Insurance Department at 613-5086

For additional disease prevention and management related information, please go to First Class, select District please go to First Class, select District Resources>Disease Prevention and Management.

**The following pages contain information regarding CLASSIFIED positions in our district for which we obtain substitutes. This information should be helpful in your decision as to which positions you will make yourself available to substitute for.**

## **PARAPROFESSIONAL SUBSTITUTE GENERAL INFORMATION**

Upon receiving the sub-call, know the assigned site and start and end times. Report to the building Secretary upon arrival. Identify yourself and let them know for whom you are subbing (if you know) and ask them to which room you should report. Go there and find the Special Ed. teacher and let them know the same information. The Spec. Ed. teacher will be your 'boss' for the day. They will give you directions and assignments for the day that may include but aren't limited to:

- Assisting in day-to-day classroom activities
- Maintaining needed student records
- Supervising students (Spec. Ed. or Regular Ed.)
- Assisting certified staff with student's IEP goals and objectives
- Working with small groups or on an individual basis
- Performing some basic clerical duties
- Providing student personal care and/or hygiene at appropriate levels
- Assisting with feeding students at their level of need
- Provide support in community-based activities
- Provide physical assistance at appropriate levels in lifting or transferring students
- Support students in general-ed type classes
- Employ behavioral strategies as instructed by the certified teacher as needed.

**A separate Paraprofessional Handbook is available upon request from the district Insurance and Risk Management Office (613-5774)**

## **PARAPROFESSIONAL – SPECIAL NEEDS**

**SUMMARY:** Responsible for assisting teacher in carrying out IEP goals for high needs students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Maintain IEP goals and ensure compliance in small groups of students in accordance with department and District standards. Provide one on one instruction for students requiring social, emotional and academic help. Prepare learning tools for students and develop lessons for special occasions or subjects, with teacher's approval. Assist students in the regular classroom and modify to their capability and/or need. Communicate with teachers regarding student needs and progress. Handle clerical tasks directed by teachers such as making copies and decorating bulletin boards. You may assist physically involved students in daily needs (g-tubes, walkers, etc). Collect academic and/or behavioral data. Communicate with regular education teachers as needed. Monitor recesses.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

**CERTIFICATES, LICENSES, & REGISTRATIONS:** CPR and First Aid certification preferred.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **PARAPROFESSIONAL - SIED (Significantly Identifiable Emotional Disability)**

**SUMMARY:** Supervise and redirect social behaviors of students during class, mainstream and unstructured settings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Supervise student behaviors in classroom, specials, and recess/lunch by marking point cards and using redirects. Assist teacher by preparing materials for class, making copies, bulletin boards, and individual student instruction. Supervise students during mainstream classes. Conference students at end of day. Record points and address behavior problems.

Provide one on one intervention with students that have behavior problems. File student point cards, intervention paperwork, and documentation of social behavior, conferencing records, and record charts of student's progress. Record any behavioral problems on bus. Remove aggressive and/or violent students from room and place in the quiet room. Monitor behavior. Order Supplies. Restrain aggressive and/or violent students. Record behavior problems.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

**CERTIFICATES, LICENSES, & REGISTRATIONS:** None required. CPR and First Aid certifications preferred but not required.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear. The employee frequently is required to stand or walk. The employee is occasionally required to sit, climb or balance, taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include color vision, peripheral vision, depth perception, and ability to adjust focus.

### **PARAPROFESSIONAL – EARLY CHILDHOOD CLASSROOM**

**SUMMARY:** Assist licensed staff in carrying out goals and programs for children.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Teach cognitive, physical, social and emotional skills under direction of licensed staff. Maintain sanitary and health conditions in each classroom as required by Colorado child care licensing. Set-up, prepare, serve and clean-up meals. Assist at risk and special needs children with personal care including feeding, toileting and diapering. Actively coordinate involvement with licensed staff. Maintain records for lunches and attendance. Prepare classroom materials.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance, taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **PARAPROFESSIONAL – SPECIAL NEEDS (ADAPTIVE AQUATIC INSTRUCTION) – BOY'S LOCKER ROOM**

**SUMMARY:** Responsible for assisting teacher in carrying out adaptive aquatic instruction for high needs students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Work with students individually or in small groups (in the pool) on adapted aquatic instruction, as directed by the Adaptive P.E. teacher. Assist Adaptive P.E. teacher in setting up aquatic equipment. Assist male students to locker room upon arrival and to buses for departure. Assist with supervision of boy's locker room. Provide necessary assistance for boys (both ambulatory and non-ambulatory) to change clothes and diapers in a timely manner. Assist student with organizing personal items in a locker, taking showers, walking safely to and from the pool deck. Monitor and act upon behavior that could be dangerous to students or others. Assist teachers and staff in safely lifting and transporting non-ambulatory students in and out of pool. Assist teachers and staff by providing proper flotation devices and aquatic equipment as needed and by putting equipment away at the end of class.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

**CERTIFICATES, LICENSES, & REGISTRATIONS:** CPR and First Aid certification preferred.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **CLASSROOM AIDE**

**SUMMARY:** Assist classroom teachers in obtaining education goals for students. Reinforce curriculum with small group of students or one-on-one. Supervise students in the classroom, lunchroom, on the playground, on field trips and getting on and off the bus. Assist teacher with clerical work, including grading assignments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Communicate with teachers to meet classroom needs. Reinforce classroom curriculum with students in small groups or as a class. Assist with implementation and follow through of classroom discipline. Grade students work in a timely manner. Evaluate and problem solve. Prepare written or typed documents, tests, letters etc. Supervise students on playground and maintain safe playground procedures. Supervise students in lunchroom and maintain safe lunchroom procedures. Tutor individual students. Assist in maintaining classroom environment by ensuring safety, monitoring students, and guiding students as needed. Supervise students getting on and off the bus. Attend weekly team meetings. Supervise students on field trips as needed.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily*  
**CERTIFICATES, LICENSES, & REGISTRATIONS:** None required. CPR and First Aid certifications preferred but not required.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit, stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 50 pounds.

### **IN-HOUSE SUSPENSION MONITOR**

**SUMMARY:** Monitor and tutor students who are removed from the regular classroom because of discipline problems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Assist students individually or in a group with lesson plans. Present and reinforce learning concepts to students while out of the regular classroom. Monitor students while they complete assignments. Communicate with teacher about the student. Inform administration on progress of the student. Obtain assignments for students from his or her teacher.

Prepare and keep records of students that are in in-house suspension. Provide assistance in school office, with campus monitoring, etc. when there are not students in in-house suspension. Modify classroom work when needed. Compile information on in-house attendance for reports.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

### **FACULTY ASSISTANT**

**SUMMARY:** Assist staff activities, copying, clerical duties, registration, conferences, classroom coverage and other duties as needed. Responsible for a variety of tasks depending on site location.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Provide coverage in workroom such as copying material, ordering supplies and maintaining inventory. Perform clerical duties such as typing, word processing, filing, data entry, formatting, worksheets and grading papers. Perform receptionist duties such as greeting visitors, answering phones, using public announcement system. Work with outside vendors regarding issues such as repair services, suppliers and contacting local businesses. Maintain office equipment such as copiers, laminators, scantrons, electric drill hole punch, binders and poster makers. Distribute mail, post office and intra-district. Assist with school-related activities such as registration, conferences, back to school night and field trips. Provide coverage for other staff members for breaks, absences, extra coverage, lunch duty, bus duty, hallway duty and recess. Assist during emergencies such as fire alarm and contacting fire department.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

## CAMPUS MONITOR

**SUMMARY:** Monitor the school grounds and supervise students within and outside the school. Enforce wide variety of student discipline in various situations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Supervise students and monitor the campus, including patrolling the campus and neighborhoods as needed, patrolling halls, monitor students during lunch periods, monitoring restrooms, monitoring access to school areas by authorized personnel/students, escorting trespassers off campus, intervening to diffuse volatile situations using reasonable force if required, searching students if have reasonable suspicion, etc. Enforce school policies including issuing unexcused absence slips to students, retrieving students from class for administrators, issuing detention slips to students who are tardy, and handling students who are skipping class and/or smoking on school grounds, etc. Supervise students under disciplinary action including after school service, detention/work detail, in-school suspension, and Saturday school.

Maintain order in campus parking lots and driveways, including issuing parking permits, logging permits and license plate data into computer, monitor and issue parking violations, monitoring students driving on campus, assisting students and staff with car problems and locating stolen parking permits. Work with Police Department and school resource officer in enforcing the law, including situations involving drugs, fights, theft, vandalism, vehicle accidents, harassment, weapon possession, and student infractions in neighboring community. Patrol and assist with the duties of emergency situation or lock downs.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

**CERTIFICATES, LICENSES, & REGISTRATIONS:** CPR and First Aid preferred.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move more than 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## SCHOOL HEALTH OFFICE ASSISTANT

**SUMMARY:** Assist school nurse in maintaining current and accurate medical health records on all students. Serve as a resource for families of students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Evaluate and attend to student health needs. Maintain health records and state mandated immunization records on students. Dispense medication and monitor health condition of students with medical conditions. Communicate with staff, parents, medical clinics and physician's offices regarding student health needs. Maintain health office, order supplies and make copies as needed. Assist staff in medical evaluation of students. Attend district in-service and trainings. Schedule and assist with vision and hearing screenings for students.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

**CERTIFICATES, LICENSES, & REGISTRATIONS:** CPR, First Aid and Medication certification within first six months of hire.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; taste or smell. The employee is frequently required to stand, walk and sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## LIBRARY MEDIA ASSISTANT – GENERAL INFORMATION

*If you have never substituted in a school library before with the Thompson School District, please call District Media Services at 613-5125. They will come out and give you training on the automatic library system. If the Librarian has let us know in advance, we will be there when you arrive, however, if we have not been notified, you will need to call us.*

*Upon arrival at school, check in with school library and locate the Library Handbook of written instructions. It will walk you through the procedures for turning on the computers and the programs and passwords you will need. The name of the software for our library-automated system is called Spectrum. The library handbook will have a weekly schedule in it as well as the classes and duties you are responsible for that day. Any questions, please do not hesitate to call District Media Services at 613-5125.*

## **LIBRARY MEDIA ASSISTANT – ELEMENTARY**

**SUMMARY:** Promote literacy and encourage student reading for both enjoyment and information. Manage and maintain quality collection of materials. Create, develop and implement library media programs and services in collaboration with teachers to support classroom curriculum, goals and standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Direct and supervise student library activities and lessons for every class, K-5, at least once each week. Assist individuals and small groups in independent study and research. Supervise and maintain an acceptable standard of discipline. Instruct and assist students in identification, retrieval and use of materials and resources using the electronic library catalog and other on-line sources. Promote literacy and encourage student reading for both enjoyment and information by tying in books to curriculum, displaying books, highlighting authors or subjects and recommending books to students. Manage circulation of books and materials, checking them in and out, shelving and completing required repair. Process and catalog new materials. Develop strong school library collection through on going evaluation and purchasing of recommended materials in order to support the curriculum and promote student achievement. Troubleshoot and maintain various types of equipment such as computer hardware and audiovisual. Order necessary supplies and arrange for offsite repairs. Assist with supervision and discipline in the lunchroom, computer labs, classrooms and/or playground as assigned. Create a positive, comfortable and inviting atmosphere for student learning as well as a meeting place for school/other group activities by ensuring cleanliness, safety and attractiveness of media center. Assist and collaborate with teachers in locating and providing instructional materials and resources to support curriculum and classroom goals.

Produce and provide lists of overdue materials to students and faculty using computer library management system. Collect money due for payment of lost/damaged materials. Maintain master inventory records of collection, materials and equipment. Conduct an annual inventory and compile necessary reports. Assist teachers in locating instructional materials (books, videos, software) and equipment from school library media center, District media center and interlibrary loan and manage the circulation of these materials. Collaborate and work with District Media Services and other elementary library clerks to share ideas, keep current on trends and developments, and increase knowledge of electronic and print resources. Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

## **LIBRARY MEDIA ASSISTANT – SECONDARY**

**SUMMARY:** Prepare students to be informed and responsible citizens of the global community by guiding and coaching them through experiences which develop skills in accessing, evaluating and synthesizing information to create learning products. Support students' leisure interests to create effective lifelong users of ideas and information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Assist faculty and students in the identification, retrieval and use of media materials and equipment. Supervise and instruct classes while in the library. Suggest materials needed for faculty and students using the Internet. Maintain Internet agreements and other library inventory. Update/maintain patron and material records; compile weekly/yearly reports such as overdue lists, circulation, patron and material statistics. Manage system of reserving, confirming and circulating materials and equipment, collect fines. Use Winnebago Spectrum software. Import new materials, including books, media, computer programs and magazines into the library media system. Create and maintain master inventory records of materials and equipment. Take over library duties when librarian is out, including scheduling and setting up library for meetings, disciplinary actions and assisting staff/students. Shelf and repair books. Manage circulation of media materials as well as inter-library loan from libraries across the state and equipment from the District Media Center for all staff. Utilize computer programs for library media management. Perform administrative duties such as typing memos, letters, purchase orders, answering phones, creating video-computer presentations, creating spreadsheets and databases. Set up equipment such as projectors, cassette/video recorders, satellite system, video cameras, digital cameras, closed-circuit television system. Instruct students and staff in operation of equipment. Assist in troubleshooting

the maintenance and repairs of audio visual and computer equipment. Prepare requisitions and process orders including keeping accurate files and records of purchases, circulation, condition and repair of materials and equipment. Maintain accurate supply budget. Complete annual inventory of all library media print and non-print materials including multiple reports. Perform other duties as assigned. *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; talk or hear. The employee frequently is required to walk, reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **INFANT NURSERY GROUP LEADER**

**SUMMARY:** Provide and maintain a healthy, nurturing and safe environment in which to care for children of teenage parents attending High School, ages 4 weeks through 18 months old. Additionally, model parenting and life skills to young parents through continued education and communication.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Feed, change and rock infants to sleep. Develop and maintain a positive, productive relationship with parents, students, volunteers and other school staff. Inspect environment and equipment for safety of infants, staff and visitors. Sterilize all toys and surfaces to provide the most sanitary environment. Create an environment of appropriate games, books, and activities for infants that will promote their motor, cognitive, emotional and social development. Encourage and enable children to develop a strong, positive sense of their own worth and importance as individuals. Implement disciplinary techniques to prevent problems and provide positive guidance for both children and parents. Facilitate social, emotional and intellectual growth by meeting the child's needs and help them to learn problem-solving skills. Recognize child abuse and neglect. Report per procedure. Use currently accepted practices for prevention of disease, SIDS and injury. Maintain records of eating, sleeping and diaper changes. Perform fire, bomb, lockdown and evacuation drills as required.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

**CERTIFICATES, LICENSES, & REGISTRATIONS:** CPR, First Aid and Universal Precautions within 30 days of employment. 6 hours of continuing education classes per year.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee frequently is required to stand or walk. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **SCHOOL SECRETARY – ELEMENTARY**

**SUMMARY:** Under minimal supervision, perform administrative and secretarial duties and collaborate with the Principal to coordinate, organize and manage his/her daily activities and/or the daily activities of the school. Serve as bookkeeper by maintaining accurate bookkeeping and accounting records for all accounts associated with the school. Serve as the public relations liaison between the Principal and administrators, staff, students, parents, public and/or community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Provide support to the Principal and school by answering phones, directing calls, taking and delivering messages, greeting the public and answering questions and sorting district and U.S. mail. Register new and returning students, originate and maintain all student records or files and forward complete and accurate files for withdrawing students. Keep accurate bookkeeping and accounting records for all accounts associated with the school including instructional and non-instructional budgets, activity and petty cash accounts and grant monies. Write checks, disburse funds, balance petty cash accounts and provide reports. Purchase all material and supplies to support instructional programs and school activities by complying with purchasing guidelines. Inventory and order office and classroom supplies from the warehouse, input requisition information into CIMS system, track purchase orders, receive shipments, contact vendors regarding shipping and any other problems that may arise and prepare reimbursement requests. Manage office by maintaining an efficient and safe working environment, coordinating work projects, arranging coverage for absent staff members, tracking staff attendance, reviewing and correcting reports, scheduling facility use and assigning and tracking building keys. Write and word process documents, correspondence, memos and newsletters for the Principal, may include word processing all evaluations for certified and support staff members. Input student

information into database (Infinite Campus) and continually update. Take calls and messages regarding student attendance and record that information, check students in and out of school, and input student attendance information into database. Track court orders regarding student custody issues and disseminate that information to building personnel involved, screen visitors to school, and monitor and maintain emergency radios. Facilitate or implement emergency plan in Principal's absence. Operate health office by dispensing medications, evaluating students' illness or injury, contacting parents or emergency personnel, and if warranted, administering first aid as needed when Nurse Office Assistant is out of the office. Create positive school atmosphere, give school tours to new families, and assist students and field questions from parents inquiring about various school matters. Supervise children in the office for various reasons including discipline, completion of class work and illness. Supervise and direct the work of Faculty Assistant and School Health Office Assistant (SHOA). This position may also supervise parent and community volunteers as needed, and track and report student enrollment numbers. Compile information and produce October count reports for the state. Aid the Principal to prepare required end-of-year reports including Action Plan, Annual Report, School Profile, and word process all reports.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

**CERTIFICATES, LICENSES, & REGISTRATIONS:** None required. CPR and First Aid certifications desirable.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

**Thompson School District**

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