comprehensive SUB solutions

Substitute Employee Handbook



CCS COG

the center for collaborative solutions
COUNCIL OF GOVERNMENTS

TABLE OF CONTENTS

Forward 4
Employment Relationship 4
Accident/Exposure Incident Reporting Procedure 5
Blood Borne Pathogens 7
Anti-Harassment 7
Appearance 7
Attendance 7
Auditor of State's Fraud Reporting System 8
Change of Name, Address, and/or Phone Number 8
Child Abuse and Neglect Reporting Procedures 8
Confidentiality 9
Criminal Record Check 9
Drug-Free Workplace 9
Ethics 10
Exclusion 10
Family & Medical Leave Act (FMLA) 11
First Aid, Safety, and Health 11
Frontline 11
Illness/Emergencies 12
Information from the Classroom Teacher 12
Licensure-Substitute Teaching 12
Non-Discrimination/Section 504/ADA 12
Pay Days 15
Physical Examination 15
Policy Statement for Substitute Employment 16
Unemployment Eligibility 16
School Delay/Closing/Early Dismissal 17
Staff Network and Internet Acceptable Use 17
Staff Meetings 19
State Teachers Retirement System (STRS) & School Employees Retirement System (SERS) 19
Student Discipline 19
Student Use and Administration of Medications 20
Substitute Personnel Files 20
Substitute Required Trainings 20
Substitute Personal Property Policy 21
Weapons 21
Whistleblower Protections 21
Public Records Request 22
Whom Do I Call for Help? 22
Job Descriptions 23

DISCLAIMER

THIS HANDBOOK CONTAINS POLICIES AND PROCEDURES GOVERNING YOUR EMPLOYMENT WITH THE CENTER FOR COLLABORATIVE SOLUTIONS. YOU WILL BE REQUIRED TO ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD THIS HANDBOOK AS A CONDITION OF YOUR EMPLOYMENT. NOTHING CONTAINED IN THIS HANDBOOK, NOR YOUR ACKNOWLEDGEMENT THEREOF, SHALL CONSTITUTE A CONTRACTUAL EMPLOYMENT RELATIONSHIP. THIS HANDBOOK IS NOT A CONTRACT.

Forward

On behalf of the Center for Collaborative Solutions Council of Governments (CCS-COG), it is our pleasure to welcome you as a substitute employee for Hamilton and Clermont County schools. We operate under the service name Sub Solutions.

The services and good work that you perform as a substitute are highly valued, as you have the ability to make a positive contribution to the work of these schools. By agreeing to serve as a substitute, you have indicated acceptance of full professional responsibility for the tasks which you are assigned. Through your work with our school districts, you have agreed to abide by their policies, rules, and regulations as part of every assignment you accept.

This Handbook is designed to provide The Center for Collaborative Solutions – Council of Governments (CCS-COG) employees with a clear understanding of the policies, guidelines, procedures, and benefits of employment at the Center. When everyone knows expectations and procedures, the organization operates more efficiently, decisions are made with greater consistency and fairness, and employees feel more secure. The information set forth in this document represents guidelines only, which may be changed from time to time at the discretion of the CCS-COG. The Center is not obligated to adhere to any guidelines or timelines contained herein unless dictated by law.

While this Handbook addresses many aspects of information important to you as an employee of the Center, please do NOT consider this as the sole source of information available to you concerning CCS-COG or your job assignment.

Sub Solutions staff can help you with questions about policies and procedures.

All Substitutes are required to review this Handbook every year. You are also required to sign and submit the *Substitute Employee Handbook Record of Review and Understanding* to indicate you have read and understand the information and terms as presented in this handbook.

The Record of Review and Understanding is located on the Comprehensive Substitute Solutions website. A copy will be maintained in your substitute file.

From all of us here at Sub Solutions, we extend our best wishes for your success as a substitute and thank you for your interest in assisting young people in becoming skilled, competent, and caring citizens.

Employment Relationship

Your employment with CCS is at-will which means that your employment may be terminated with or without cause at any time by either YOU or CCS.

Accident / Exposure Incident Reporting Procedure

The Center for Collaborative Solutions is committed to the safety and health of our employees. We make every effort to comply with relevant federal and state occupational health and safety laws and to develop the most feasible programs and procedures conducive to such an environment. To this end, we have provided a set of expectations for our employees. We ask that you

- Exercise maximum care and good judgment at all times to prevent accidents and injuries.
- Contact your supervisor and seek first aid for all injuries, regardless of how minor.
- Report unsafe conditions, equipment, or practices to supervisory/administrative personnel.
- Use any safety equipment provided for your use; and,
- Conscientiously observe all safety rules and regulations at all times.

Employee Responsibility:

In the event you are involved in an accident and/or suffer an injury while engaged in a job-related activity, you must take the following steps:

1. Seek prompt medical treatment or first aid (even when the resulting injury appears minor). If you suspect possible exposure to blood borne pathogens, go immediately (within 24 hours) to TriHealth for evaluation/treatment. See additional information below.

2. Immediately report the incident to the following:
    a. HCESC Human Resources – 513-674-4243
    b. Sub Solutions - 513-674-4364
    c. The designated school district administrator.

3. Complete and submit an Accident/Exposure Incident Report within 24 hours of the incident
    a. the report can be found at www.subsolutions.org and click “CURRENT SUBS”
    b. “Save As” to where you want to keep your completed form
    c. Complete all required fields.
    d. Print out the form, sign, and date it.
    e. Fax the form to HCESC Human Resources - 513-674-4206. Keep a copy for your records or email substitute@hcesc.org.

If there has been a possible exposure to blood borne pathogens, immediate action is necessary. You should go to a TriHealth location within 24 hours of possible exposure for medical evaluation/treatment. All indicated treatment and follow-up will be provided by TriHealth.

You may go to one of the following locations. TriHealth Occupational Medicine Call Center for all locations is (513) 853-1040.

- TriHealth Butler County 8500 Bilstein Boulevard, Hamilton, Ohio 45015
- TriHealth Norwood 4805 Montgomery Rd. Suite 130, Cincinnati, Ohio 45212
- TriHealth Queensgate 1150 W 8th, Suite 120, Cincinnati, Ohio 45203
- TriHealth Sharonville 3801 Hauck Rd., Cincinnati, Ohio, 45241
- TriHealth Eastgate 4452 Eastgate Blvd, Suite 101, Cincinnati, Ohio 45245
- TriHealth Arrow Springs 100 Arrow Springs Blvd., Lebanon, Ohio 45026

Human Resources Responsibility:
If there has been a possible exposure and/or a serious injury, your supervisor will have contacted Human Resources and provided preliminary information. Human Resources will be in contact with you and your supervisor to oversee post-exposure and/or post-accident follow-up procedures.

It is the responsibility of Human Resources to investigate all job-related injuries. The investigation will be conducted in conjunction with your supervisor and may include on-site inspections, securing statements from witnesses, contact with medical providers and/or other investigatory measures as deemed appropriate for the specific incident.

NOTE: All medical records and those related to worker's compensation are kept separate from your personnel file and are considered confidential. No medical record or part of a medical record will be disclosed without the written consent of the employee or as required by law

Exposure Control Plan:
The Center for Collaborative Solutions has an Exposure Control Plan for Blood borne Pathogens. This document is designed to protect our employees from possible infection caused by contact with blood borne pathogens as a result of performing job duties. It includes Universal Precautions and addresses the issue of Personal Protective Equipment. In addition, it serves as a resource for our staff in understanding the medical evaluation and follow-up procedure for possible exposure to blood borne pathogens. Employees identified as working in a job classification with potential risk for occupational exposure are required to read this document as part of the annual Bloodborne Pathogens course. The Exposure Control Plan is available on the Comprehensive Substitute Solutions website.

Worker's Compensation:
The procedures listed below are for a work-related injury and when you seek medical attention:

Non-emergency:

1. Notify Human Resources
2. Employee calls 1-800-642-PLUS to report injury to BWC (Bureau of Worker's Comp). They will provide you with a certified BWC provider. The Risk number for CCS-COG will be available soon and will be posted on the Comprehensive Substitute Solutions website for your reference when it becomes available.
3. Seek treatment from BWC certified provider.
4. Within 24 hours of the incident, complete the required accident report and send it to Human Resources (Refer to **Employee Responsibility** above).
5. Submit a written "Ability to Work" medical statement from your physician to HR prior to or coinciding with your return-to-work date.

Emergency:

1. Seek immediate treatment.
2. Complete accident report and send it to Human Resources as soon as medically possible.
3. Submit a written "Ability to Work" medical statement from your physician to HR prior to or coinciding with your return-to-work date.

Bloodborne Pathogens:

Center employees who work in an area identified as "at risk" by CCS-COG are required to complete this curriculum upon initial employment and every year thereafter. This training includes a review of the Center's Exposure Control Plan. All employees required to complete this training will be notified by Sub Solutions. Click here or go to www.subsolutions.org, click on CURRENT SUBS to access the training and resources for Bloodborne Pathogens.

Anti-Harassment

It is the policy of the Center to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment, and discrimination such as the Civil Rights Act of 1964 or Title IX of the Amended Education Act. This commitment applies to all Center operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Center.

The Center will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the Center community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Center will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Center will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Complaints or information regarding alleged harassment shall be directed to the grievance investigator – Executive Director of HCESC Human Resources, who shall have the duty and authority to conduct an independent investigation of the matter. All information or complaints shall be investigated in a manner which preserves confidentiality to the extent permitted by law.

Any person who engages in acts of harassment while acting as an employee of the Center or while attending programs operated by the Center will be in violation of this policy and subject to disciplinary action up to and including termination.

Appearance

All substitute staff members are expected to serve as role models for students and co-workers with regard to dress and grooming.

The CCS-COG retains the authority to address apparel and grooming guidelines and/or individual staff members where dress and/or grooming are deemed objectively inappropriate or will have an adverse impact on the operation of the Center for Collaborative Solutions Council of Governments, its member districts and/or agencies and/or their programs.

Attendance

Substitutes are required to arrive on time and remain in the building until the end of the workday as listed in Frontline for that assignment. Arriving late or leaving early from an assignment could result in a reduction of pay and/or one's removal from the Frontline system.

Auditor of State's Fraud Reporting System

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website, or through the United States mail.

Auditor of State's fraud contact information:

Telephone: 1-866-FRAUD OH (1-866-372-8364) Web: www.ohioauditor.gov

US Mail: Ohio Auditor of State's office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215

The system also extends the current whistle-blower protections contained in Section 124.341 of the Revised Code to employees who file a complaint with the new fraud-reporting system. If an employee becomes aware of a situation and reports it to the Auditor of State's fraud-reporting system, the employee is protected against certain retaliatory or disciplinary actions. If retaliatory or disciplinary action is taken against the employee, the employee has the right to appeal with the State Personnel Board of Review.

Change of Name, Address, and/or Phone Number:

It is your responsibility to notify Sub Solutions of any change of name, address, phone number and/or emergency contact information immediately upon any such change. It is essential that Sub Solutions have current information for all employees. The Center for Collaborative Solutions assumes no liability for any inconvenience or damages experienced by the employee as a result of Sub Solutions not having correct, up-to-date names, addresses, phone numbers or emergency contact information.

New state/local tax forms must be completed if you move into or out of a city of residence with a city income tax. Contact Sub Solutions to access the appropriate Financial Services form(s).

Child Abuse and Neglect Reporting Procedures

Suspected Child Abuse Reporting Procedures: In compliance with Section 2151.421 of the Ohio Revised Code, any employee of the Center of Collaborative Solutions who is acting in his/her official or professional capacity, and knows or suspects that a child under eighteen years of age or a physically or mentally handicapped child under twenty-one years of age has suffered any wound, injury, disability or condition of a nature that reasonably indicates abuse or neglect should immediately report that knowledge or suspicion to the Department of Human Services by calling 241-KIDS (5437) or to the local law enforcement department where the child resides.

Following or in conjunction with the oral report to the Department of Human Services or the local law enforcement department, you should immediately report your knowledge or suspicion to the principal/administrator of the building in which you are located or in which the child is enrolled **and** to Sub Solutions staff.

If requested by the agency to whom you make an oral report, you shall prepare and send a written report to the agency **and** to Sub Solutions. You can obtain a report form from Sub Solutions. Any report made as a result of the policy and ORC Section 2151.421 will be maintained as confidential and available only to the person initiating the complaint and any legally constituted authorities entitled to said report pursuant to section 2151.421 of the Ohio Revised Code.

Immunity from civil and/or criminal liability for reports of child abuse and neglect is provided by ORC 2151.421. Failure to report suspected child abuse and neglect may be subject to criminal penalty under ORC 2151.99.

Confidentiality

State and Federal law requires that student education records be maintained as confidential. State law further exempts certain information and records from public disclosure. A student record is any record, regardless of its medium, which contains information directly related to a student and which is maintained by a school district, educational service center or other educational agency or institution or by a party acting on behalf of such a school district, educational service center or other educational agency or institution. The Center for Collaborative Solutions ensures that the appropriate steps are taken to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from school district property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the district intact. Confidential information and records may not be disclosed. Individuals who have access to confidential information and records while employed by the Center are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the Center and they are prohibited from releasing, disclosing, or otherwise disseminating confidential information or records subsequent to leaving the Center's employ.

Criminal Record Check

All new employees who will be involved in the care, control and/or custody of students, shall submit to a criminal background check through the Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI) upon initial employment and every five years thereafter. The request for the criminal history record check is required by R.C. 3319.39.

Any person employed by the CCS-COG in the care, custody, or control of students without the Center having first received a criminal records report is conditionally employed. Any person conditionally employed who then fails to pass an FBI criminal background check shall be released from employment. Background checks will be completed by the CCS-COG, but must be paid for by the substitute

No person who may be responsible for the care, custody, and/or control of a student is to be employed if the applicant has been convicted of any of the disqualifying offenses listed under R.C.3319.39, 3319.31, and OAC 3301-20-01.

A current criminal background check is also required to renew a license or certificate issued by the Ohio Department of Education. Any and all information obtained via a background check is confidential and shall not be released or disseminated except to the applicant.

Drug and Alcohol-Free Workplace

The following policy was established by the Center for Collaborative Solutions in accordance with the Drug-Free Workplace Act of 1988 (PL 100-690, 102 Stat. 4181, Section 5151-5160). This policy is intended to establish a drug and alcohol-free workplace and will be considered as a condition of employment.

A. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance* by any employee which takes place in whole or in part in the employers' workplace is strictly prohibited.
B. Any employee convicted of any Federal or State criminal drug statute within the workplace must notify the employer in writing of that fact within five (5) calendar days of the conviction.
C. Any employer receiving Federal funds, who is notified by an employee of a workplace-related drug conviction, must report it to the Contracting Agency within ten (10) calendar days of learning of such conviction. Any conviction not reported may result in loss of Federal funds.
D. The employer must, within thirty (30) days after receiving notice of a conviction from an employee:
    1. Take appropriate personnel action against such employee up to and including termination, OR
    2. Require such employee to satisfactorily participate in a drug rehabilitation program.

E. Any employee who fails to report a workplace-related drug conviction:
   1. Will be terminated from employment, AND
   2. May be held civilly liable for any loss of Federal funds resulting from the failure to report the conviction.

F. Any employee who is referred to a drug rehabilitation program (see D-2 above) and fails to satisfactorily participate in the program will be terminated from employment.

G. Alcohol possession, use, being under the influence of, distribution of, or any other alcohol-related activity is strictly forbidden.

*The term "controlled substance" means a controlled substance in Schedule I - V of Section 202 of the Controlled Substance Act (21 U.S.C. 812).

Ethics

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, all staff members are expected to maintain high standards in their working relationships, and in the performance of their professional duties, to:

A. Recognize basic dignities of all individuals with whom they interact in the performance of duties.

B. Represent accurately their qualifications.

C. Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates.

D. Seek and apply the knowledge and skills appropriate to assigned responsibilities.

E. Keep in confidence legally confidential information as they may secure.

F. Ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests.

G. Avoid accepting anything of value offered by another for the purpose of influencing judgment.

H. Refrain from using position or public property or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

Exclusion from School Buildings, Districts, and the CCS-COG Consortium

The following criteria are considered and put in place with the best interest of the students served in our districts in mind.

- Administrators reserve the right, at his/her sole discretion, to exclude substitutes from an individual teacher's classrooms, grade levels or entire buildings.
- Substitutes who are excluded from two buildings in one district may be excluded from the entire district.
- Substitutes who are excluded from two districts within the CCS-COG consortium may be excluded from Frontline for all school districts associated with the CCS-COG.
- Depending upon the nature of the exclusion, a substitute may be excluded from an entire district immediately.

Exclusion from the Frontline system may result from offenses including but not limited to the following:

- Poor classroom management.
- Not following lesson plans as outlined by the classroom teacher.
- Not supervising students when the assignment requires supervision.
- Job Shopping.

- Accessing the Frontline system during "on duty" time during a workday. (Refer to the Frontline section)
- Using computers during work time for any purpose other than the classes you are teaching.
- Using cell phones during class time or any other "on duty" time. Phones should be turned off or on vibrate during work time.
- Leaving the building during work hours without explicit permission from the building principal.
- Bringing food to the classroom for yourself or students without explicit permission from the building principal.
- Leaving your classroom unattended.
- Failure to leave any follow-up notes for the regular classroom teacher.
- Not showing up for an assigned duty on time; creating a situation where students are unsupervised.
- Making inappropriate comments to students, parents and/or fellow staff members.
- Touching a student or staff member in an inappropriate manner.
- Transporting students without authorization during or after school for any reason or placing yourself in an exclusive social situation with students.

In addition, the CCS-COG reserves the right to remove any substitute from the Frontline system, at any time, at its sole discretion.

Family and Medical Leave Act (FMLA)

In accordance with Federal law, CCS-COG shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible employees for qualifying reasons under FMLA.

Employees are eligible if they have worked for CCS-COG for at least 12 months, and at least 1250 hours over the twelve months prior to the request for leave. The twelve-month period is defined as a rolling twelve-month period measured backward from the date the employee first uses FMLA leave; therefore, the "leave year" is specific to each employee.
CCS-COG may require the employee to provide certification by a health care provider to verify a serious health condition, the date the condition commenced, its probable duration, and other pertinent medical facts regarding the serious health condition.

CCS-COG may allow an employee to take FMLA leave intermittently or on a reduced-leave schedule for reasons permitted under the FMLA, and as medically necessary. The taking of such leave results in the total reduction of the twelve weeks only by the amount of leave actually taken.

Additional information and FMLA forms may be obtained through Sub Solutions.

First-Aid, Safety and Health

As a substitute, you are expected to provide good quality supervision to the students entrusted to your care. In the event of an injury, please use common sense rules and immediately contact the principal or another teacher. If a fire drill or tornado drill occurs while you are on duty, please follow the classroom teacher nearest to your room to the proper exit.

Frontline Absence Management

Frontline Absence Management is a web-based substitute placement service provided by Frontline Education for K-12 school districts. Unlike traditional sub-calling programs, Frontline completely automates the process of substitute placement by placing the responsibility for choosing assignments in your hands. Frontline is the system used by Sub Solutions for all substitutes. Their website is frontlineeducation.com.

It is your responsibility to appropriately monitor and secure jobs using Frontline. Frontline may be accessed to look for and/or secure a job at any time except when you are "on duty" - defined as any time you are responsible for the care, custody, and control of children, including but not limited to class time, lunch supervision, bus duty, etc.

Frontline App

A free app for accepting substitute assignments is available for smart phones. All substitute employees are encouraged to download the app.

Illness/Emergencies

When you accept a job in Frontline, it is expected that you will report for that assignment. In the rare instance that you are unable to fulfill an assignment due to illness or emergency, you are required to contact the school as soon as possible to indicate that you will not be fulfilling the assignment and the reason for being unable to do so. Late cancellations create significant challenges to finding a qualified substitute to replace you and can disrupt the learning process in our schools. Chronic last-minute cancellations will not be tolerated.

Information from the Classroom Teacher

The following materials will be made available to you by the classroom teacher in most instances:

1. Lesson plans showing day's work to be accomplished
2. Seating Chart
3. Teaching manuals and desk copies of texts
4. Schedule
5. Any special classroom rules

Substitute Teaching Licensure

In order to receive compensation for substitute teaching in the State of Ohio, you must hold a current teaching license or substitute license. A copy of the credential must be presented as part of the CCS-COG substitute employee program application process and will be kept on file in the offices of the CCS-COG. Failure to renew a teacher credential or substitute license will automatically disqualify an individual from serving as a substitute employee in our schools.

Substitute licenses are issued by the Ohio Department of Education. Educators working under substitute licenses are not required to develop an Individual Professional Development Plan (IPDP) and do not work through the Local Professional Development Committee (LPDC). Substitutes who are credentialed teachers must work directly with the Ohio Department of Education to renew their teacher license.

Non-discrimination / Section 504 / ADA Prohibition Against Disability Discrimination in Employment

The Center for Collaborative Solutions prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Center will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions, and privileges of employment. The Center further will not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Center will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.
An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Center will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the Center’s program and/or activities. Reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Center Compliance Officer
The Center has designated the Executive Director of HCESC Human Resources as the Center Section 504 Compliance Officer(s)/ADA Coordinator ("Center Compliance Officer").

The Center Compliance Officer is responsible for coordinating the Center's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the Center Compliance Officer.

The Center Compliance Officer will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA.

Training
The Center Compliance Officer will also oversee the training of employees in the Center so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Center's policies, administrative guidelines, and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Center will provide training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Notice
Notice of the Center's policy on nondiscrimination in employment practices and the identity of the Center's Compliance Officer(s) will be published in the Center's recruitment statements or general information publications.

Nondiscrimination Based on Genetic Information of the Employee
The Center for Collaborative Solutions prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Center also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Harassment of a person because of his/her genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

In accordance with the Genetic Information Nondiscrimination Act (GINA), the Center shall not request, require, or purchase genetic information of employees, their family members, or applicants for employment. Further, in compliance with this Act, employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be acquired as part of the certification process for FMLA leave, when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the Center's application process.

"Genetic information," as defined by GINA, means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

If the Center either legally and/or inadvertently receives genetic information about an employee or applicant for employment from the employee, applicant for employment or a medical provider it shall be treated as a confidential medical record in accordance with law.

The Center has appointed the Executive Director of HCESC Human Resources as the compliance officer who shall be responsible for overseeing the Center's compliance with Federal regulations and promptly dealing with any inquiries or complaints.

S/He shall also verify that proper notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 is provided to staff members, and that all Center requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) is accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

> The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II, including the Governing Board, from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Pay Days

The Hamilton County Educational Service Center Treasurer's Office will be responsible for all CCS-COG substitute employee payrolls. HCESC requires direct deposit for payroll. This will require substitutes to have a valid checking and/or savings account with an accredited financial institution and a personal e-mail address in order to receive payment notification. Pay dates are the 15th and 30th of each month unless these days fall on a holiday or weekend in which payment will take place on the last workday before a holiday.

Physical Examination

The Center for Collaborative Solutions reserves the right to require, after a conditional offer of employment, that the successful candidate submit to a medical examination in order to determine his/her physical and/or mental capacity to perform the essential functions of the position, with or without reasonable accommodation, provided that the Board requires other successful candidates for the same position (or job classification) to do so.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the CCS-COG and to allow the Center's designee to speak to the healthcare provider who conducted the medical examination in order to get clarification.

Such report should indicate whether the candidate can perform the essential functions of the position, with or without reasonable accommodation. Such report should include a comprehensive report of the medical examination.

In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 3122.02, the successful candidate who is required to submit to a medical examination, as well as the health care provider that is designated by the Center to conduct the examination, are directed not to collect genetic information or to provide any genetic information, including the candidate's family medical history, in the report of the medical examinations.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

In the event of a report indicating that the candidate is not qualified to perform the position's essential functions, with or without reasonable accommodation, the Superintendent will make a recommendation of non-employment to the Center. The Center's designee may discuss the results of the health care provider who conducted the medical examination prior to the designee making a recommendation to the CCS-COG Board.
The Center shall assume any uninsured fees for required examinations.

The Center may require, at initial employment, that all professional staff members undergo a tuberculosis examination in accordance with law, the local health department, or the Center's medical advisor.

Policy Statement for Substitute Employment

This policy statement is a part of the employment handbook provided to each substitute employee and acknowledged through the substitute services Assurances, through which the *Substitute Employee Handbook Record of Review and Understanding* establishes the purpose of setting forth certain conditions and expectations of employment as a substitute through the Center for Collaborative Solutions (CCS). **Substitute employees are not guaranteed a set number of hours or assignments.**

I. **Reasonable Assurance of Continued Employment**
Each substitute employee employed by CCS is approved for employment by the Governing Board. Then, each school year the substitute is carried on the roster of active substitutes until the substitute notifies the CCS of his/her desire to be taken off the list or until the CCS removes the substitute from the list. Likewise, each substitute employee employed by CCS is given reasonable assurance of continued employment unless the employee is otherwise notified. Accordingly, each substitute employee is assured through this policy statement that, unless they are otherwise notified, they will be placed on the CCS substitute list following any period for which the schools may be closed including but not limited to holidays and summer breaks if that employee was employed by CCS and on the substitute list prior to such break.

II. Availability of Employment
CCS currently serves schools in over 30 school districts for which substitutes employed by CCS are permitted to serve as substitutes. As employees of CCS, substitutes are eligible for and are offered work in all such school buildings served by CCS. Choosing from available assignments in the substitute system is at the substitute's discretion and not the employers'. Failure on the part of a substitute employee to choose an available assignment on any given day does not constitute an involuntary loss of hours or remuneration. Furthermore, failure to choose an available assignment for personal reasons of preference, availability or otherwise does not constitute an involuntary loss of hours or remuneration. Because substitutes have the ability to choose assignments at their discretion, it is their duty to make themselves available for work among the various school buildings served by CCS. Accordingly, failure to choose an available assignment constitutes a refusal of suitable work.

Substitute employees are required to acknowledge in the Assurances they have read and understand this policy statement. Substitute employees who do not understand any portion of the foregoing must address it with a supervisor, then acknowledge in the Assurances they have read and understand this policy statement.

Unemployment Benefit Eligibility

Pursuant to Ohio law, unemployment benefits based on service in an educational institution shall not be paid to any individual for any week of unemployment as listed below:

- Unemployment begins during the period between two successive academic years or terms, OR
- Unemployment begins during a similar period between two regular by not successive terms OR
- Unemployment begins during an established and customary vacation period or holiday recess

Unemployment benefits shall be denied if the individual performs services in the first of those academic years or terms or in the period immediately before the vacation period or holiday recess and has reasonable assurance that the individual will perform services in any such capacity for any such institution in the second of those academic years or terms or in the period immediately following the vacation period or holiday recess.

School Delay / Early Dismissal / Closing

In the case of inclement weather, it is your responsibility to check the school district's web site for information about any school closings or access a local radio or television outlet for school closing updates.

If the building in the district where you are scheduled to work is closed, do not report to work. If the school is on a delay, report for your job assignment at the appropriate start time corresponding with the delay. If the building in the district where you are working closes early, your workday ends when the school day ends.
If the hours of your workday are reduced by a delay, early dismissal, or any other change to the building's schedule, you will be paid for the portion of the day you actually worked in accordance with the practice of the district in which you worked that day.

Staff Network and Internet Acceptable Use

The Center for Collaborative Solutions may provide access to computer networks, electronic mail ("e-mail"), the internet, telephone systems, and voicemail to certain employees to assist them in the performance of their jobs and to advance the educational mission of the CCS-COG. The districts in which you may work may similarly provide such access. It is your responsibility to adhere to the rules of the CCS-COG delineated here, as well as those of any and all districts in which you may work.

Ownership and Privacy:

1. The CCS-COG's network, e-mail, internet system, telephone systems, and voicemail, including any software and files uploaded or downloaded via CCS-COG's network, are the property of the CCS-COG, subject to any previously existing trademark or copyright of the originator. Computer files, e-mail messages, history of internet usage, and other information created, downloaded, uploaded, or accessed on the CCS-COG's internet systems or networks are not the private property of any employee. Employees should not have any expectation of privacy when using the CCS-COG network or the network of the school for which they have chosen an assignment.
2. The CCS-COG may limit network, e-mail, internet, telephone system, and voicemail access to those employees who demonstrate a legitimate, job-related need for such use.
3. The CCS-COG reserves the right to monitor, access, read, disclose, and use e-mail without prior notice to the originators and recipients of such e-mail. In addition, e-mail may be monitored and read by authorized personnel of CCS-COG to review for any violations of the law or policy, communications harmful to the CCS-COG and its Board members, employees, students, and staff, or for any other reason. You must be aware that e-mail is inherently insecure, and users should not assume any level of privacy.
4. The CCS-COG reserves the right to install software and systems that can monitor and record all network, e-mail, internet usage, and voicemail. The CCS-COG reserves the right to do so at any time. Additionally, the CCS-COG may inspect any and all files stored in private areas of the network to ensure compliance with this Policy.
5. All existing Board policies apply to an employee's conduct with regard to the use of the CCS-COG's network, e-mail, internet system, telephone system, and voicemail.

Network, E-mail, Internet, Telephone, and Voicemail Use:

1. The CCS-COG's network, e-mail, internet system, telephone system, and voicemail are to be used to advance the educational mission of the ESC and for job-related purposes, and not for an employee's personal use.
2. Notwithstanding the foregoing, incidental use of the network, e-mail, internet system, telephone system, and voicemail by staff members is permitted as long as such use is limited in frequency and duration and does not interfere with the primary intended use of the systems.
3. E-mail and attachments may be scanned for viruses at the mail server.
4. The CCS-COG has installed a variety of security systems to assure the safety and security of the CCS-COG's networks. Any employee who attempts to disable, defeat, or circumvent any CCS-COG security systems will be subject to disciplinary action up to and including termination and possible criminal prosecution.
5. User ID's, passwords and e-mail addresses maintain individual accountability for network, e-mail, internet, and voicemail usage. Any employee who obtains an ID for network, e-mail, internet, or voicemail access must keep that password confidential. Unauthorized sharing of user ID's or passwords is prohibited.
6. The CCS-COG e-mail system must be used by employees for any official CCS-COG e-mail communication.
7. Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this district are instructed to retain their e-mails that relate to public business and to copy them to their business e-mail accounts and/or to the center's records custodian.

Prohibited Conduct:

1. Employees may not use the CCS-COG's network, e-mail, internet, telephone, or voicemail system to view, archive, store, distribute, edit, or record material that is threatening, harassing, fraudulent, pornographic, sexually explicit, profane, obscene, lewd, vulgar, intimidating, defamatory, discriminatory, a violation of civil rights, or is otherwise unlawful or inappropriate.
2. Employees may not knowingly use CCS-COG's network, e-mail, internet, telephone, or voicemail systems to violate the law (including copyright law) or Board policy.
3. Employees may not transmit or otherwise disseminate confidential student information in violation of State or Federal law.
4. The CCS-COG may use software and data to identify inappropriate or sexually explicit internet sites. Access from within CCS-COG's network may be blocked to all such sites that are known. If you find yourself connected inadvertently to a site that contains sexually explicit, offensive, or other content that violates this Policy, you must disconnect from that site immediately. Inadvertent access to sites containing such content must immediately be reported to your immediate supervisor.
5. Employees may not use the CCS-COG's network, e-mail, or internet system to deliberately propagate any virus, worm, Trojan horse, trap door, or any other malicious program code.
6. Employees may not use the CCS-COG's network, e-mail, internet, telephone, or voicemail systems to knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
7. Employees may not use the CCS-COG's network, e-mail, or internet system to download images or video unless there is a legitimate, job-related, or educational use for the material. Employees may not download entertainment software or games, or play games against opponents over the internet.
8. Employees may not participate in chat rooms or news groups except for those having a legitimate, job-related, or educational purpose.
9. Employees may not use the CCS-COG's network, e-mail, internet, telephone, or voicemail system for personal commercial or profit-making activities.
10. Employees shall not connect any wireless devices to the CCS-COG network without prior authorization from the CCS-COG's network administrator.

Discipline:
Misuse of the CCS-COG's network, e-mail, internet, telephone, or voicemail systems in violation of this or any other Board policy, or in violation of the law may result in the revocation of access to the CCS-COG's network, e-mail, internet, telephone, or voicemail system, along with appropriate disciplinary action, up to and including termination from employment and possible criminal prosecution.

Staff Meetings

Without prior administrative authorization, substitutes are not to attend staff meetings and are required to work the hours of the student day.

State Teacher Retirement System (STRS) & School Employees Retirement System (SERS)

Substitute teachers are required to become members of the State Teacher Retirement System (STRS). Additional details regarding STRS are on the web at www.strsoh.org.

Classified substitutes are required to become members of the School Employees Retirement System (SERS). Additional details regarding SERS are on the web at http://ohsers.org.

All required forms are included in the CCS-COG Employment Application packet. As your substitute preferences may change from year to year, all newly hired substitute teachers are required to complete the STRS/SERS forms.

Student Discipline

Substitute teachers are responsible for classroom management. Corporal punishment is **prohibited.** Substitute teachers are encouraged to seek assistance from the principal, or another teacher as needed. The following list represents the types and areas of misconduct that are expressly prohibited by policy in most school districts. This is not an exhaustive list.

- No student shall disrupt any school activity by acts of violence, force, coercion, threats, rioting, sit-ins, walk-outs, or false reports.
- No student shall destroy or damage public or private property by any means.
- No student shall strike, hit, threaten, cause any physical harm, blackmail, extort or intimidate another person.
- No students shall participate in any hazing activity.
- No student shall act in violation of policies and intervention procedures regarding tobacco, alcohol, and other drugs.
- No student shall possess or attempt to possess, handle, transport, transmit or conceal dangerous weapons or "look-alike" counterfeit weapons, firearms, knives, ordnance, or dangerous instrument.
- No student shall be truant from school or tardy to classes or activities they are assigned.
- No student shall use profanity or obscenity in any form, either verbal or nonverbal.
- No student shall steal or appropriate for his/her own use the property of others or any school property.
- No student shall be disrespectful of or harass any staff member.
- No student shall practice academic dishonesty such as cheating, plagiarizing or copying, or encouraging or assisting others to engage in such dishonest acts.
- No student shall engage in inappropriate display of sexual or sexually related behavior.
- No student shall violate the policy regarding dress and appearance.
- No student shall repeatedly ignore or break orders of staff members.
- No student shall use the building or property without proper authorization and shall not be in an unauthorized area during the school day.

Student Use and Administration of Medications

The Center for Collaborative Solutions shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the substitute shall determine that a written statement from a physician/licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1) is on file with the district. Furthermore, the substitute shall not administer any prescribed medication to a student without the express permission of the school district where the student is enrolled.

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Substitute Personnel Files

A personnel file of each substitute shall be maintained at the HCESC Human Resource office. This file shall be considered confidential except to the extent that its contents are determined to be a public record. If an employee wishes to review his/her file, he/she shall make a request to the Executive Director of Human Resources. The member may review the file within 24 hours of the acknowledgment of the request in the presence of the Executive Director or designee during regular office hours.

The following persons may review the personnel file of an employee:

1. CCS-COG Board Members
2. Administrators and Supervisors employed by the Board and those who are not employed by the Board but who are administrators in the building to which the employee is assigned and who have an employment-related reason for doing so.
3. HCESC Treasurer

Any employee shall have the right to reply to inaccurate material contained within the employee's personnel file and a written statement may be attached to the material it is rebutting upon request of the employee. The employee shall be entitled to a copy of any material in his/her file except pre-employment information upon the payment of a reasonable copying charge.

Substitute Required Trainings

The CCS-COG identifies training for substitutes as it deems appropriate to ensure quality substitute services to its consortium districts. New trainings may be introduced at any time. You will be notified of any such new introductions. It will be your responsibility to complete all required trainings within the time frames established by the CCS-COG.

Substitute Personal Property

Substitute employees are responsible for securing and safeguarding their personal property, including cell phones and other electronic devices, while on school premises. The school district and Sub Solutions cannot assume responsibility for loss, theft, or damage to personal items brought into the building. Personal belongings of significant value, particularly cell phones, should not be left unattended in classrooms, offices, or common areas. Furthermore, cell phones should not be out while a substitute is responsible for the care, custody, and control of students.

Weapons

All employees are prohibited from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the CCS-COG or the school district for which the employee has chosen an assignment.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, as capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Center may refer a staff member who violates this policy to law enforcement officials. The substitute will also be subject to disciplinary action, up to and including immediate dismissal.

Substitutes shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Executive Director of HCESC Human Resources. Failure to report such information may subject the staff member to disciplinary action, up to and including immediate dismissal.

Whistleblower Protections

CCS-COG expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, CCS-COG policies, and administrative guidelines. CCS-COG encourages staff to report possible violations of these expectations to a CCS-COG administrator.

It is the responsibility of an employee who is aware of conduct on the part of any CCS-COG employee that possibly violates Federal or State law, or a CCS-COG policy, to call this conduct to the attention of a CCS-COG administrator. If the CCS-COG administrator is not responsive or is the employee whose behavior is in question, the employee may report to the Executive Director of Human Resources.

After such a report is made, the CCS-COG administrator will ask that the employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that CCS-COG has the authority to correct, and they do not make a report confirmed in writing to a CCS-COG administrator.

Public Records Requests

The Center for Collaborative Solutions is a public office subject to Ohio's public records policy. Public records requests may be made to:

Greg Hester, Director of Administrative Services
Hamilton County Educational Service Center
11083 Hamilton Avenue
Cincinnati, OH 45231

Phone: 513.674.4200
Email: Greg.Hester@hcesc.org

Please access our Public Records Request Policy here: Public-Records-Policy-6-2-2025.pdf

Whom Do I Contact for Help?

Sub Solutions staff are available to answer your questions and provide assistance whenever you need us. Our office hours are Monday through Friday - 8:00 am - 4:00 pm. For questions about your paycheck, call Payroll: 513-674-4364 or cogpayroll@hcesc.org

Job Descriptions

Job Description – **Substitute Teacher**
Board Approved: 10/19/2026

TITLE: **Substitute Teacher – Comprehensive Substitute Solutions**

QUALIFICATIONS:

- Possess a valid substitute teaching credential issued by the Ohio Department of Education and Workforce;
- Perform all Essential Functions of the Substitute Teacher job description;
- Minimum age requirement: 18 years old.
  - Individuals ages 18-21 are permitted to serve as substitutes in K-8 classrooms only.
  - Individuals age 22 or older are permitted to serve as substitutes in K-12 classrooms.
- Adhere to and enforce all Board Policies; and
- Perform other duties and assignments as directed by the immediate supervisor or building administration.

REPORTS TO: School Administrators, Sub Solutions Sub Managers and Operational Services Administrator

JOB SUMMARY: To provide student instruction consistent with the goals and directives of the school district as communicated by and through the absence of the regular teacher, and ensure the effective care, custody and control of all students assigned to the daily caseload.

ESSENTIAL FUNCTIONS:

1. Maintain and respect confidentiality of student and school personnel information;
2. Maintain discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school and Sub Solutions policies;
3. Establish and maintain accurate attendance for each class of the daily assignment;
4. Ensure the adequate supervision to assure health, welfare, and safety of all students; ex. students experiencing seizures, choking, physical altercations, etc.
5. Must be able to follow written and/or oral instructions from administrators and building staff;
6. Demonstrate the ability to establish effective working relationships with staff and students;
7. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
8. Respond efficiently and effectively to emergency and unusual situations for the purpose of keeping all students safe;
9. Demonstrate mobility by responding promptly to any potential concerns or issues that may arise;
10. Facilitate procedures for transitions, emergencies, and use of materials, helping to maintain order and minimize potential accidents and unsafe;
11. Utilize and maneuver locking mechanisms, door barricades and other physical features in classrooms, hallways and school entry/exit doors for the purpose of keeping all students safe and minimizing the possibility of injury or calamity in emergency situations;
12. Report to office upon arrival at school; request clarification of school rules and procedures, if necessary;
13. Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible;
14. Implement lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate;
15. Organize students for effective instruction;
16. Dismiss all students from the classroom before leaving the building;

17. Provide report or summary of activities accomplished, lesson plans completed and not completed, any additional information the regular teacher may need to know when returning to the classroom.
18. Complete substitute feedback on *Frontline Absence Management*. Although voluntary, it is suggested.
19. Collect and place students' papers in regular teacher's desk unless otherwise directed;
20. Return instructional materials, equipment, and keys to proper place;
21. Determine if his/her sub services will be required for the next school day;
22. Comply with and support school and division regulations and policies;
23. Model non-discriminatory practices in all activities;
24. Perform other related duties as assigned by building administrator(s) or immediate supervisor in accordance with school/district policies and practice; including reassignment of substitute role based upon building and administrative needs.

Other Duties and Responsibilities:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent individuals.
- Demonstrate sensitivity to and support of the needs of students with disabilities and/or from culturally diverse backgrounds.

EVALUATION:
Building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above listed responsibilities.

Substitute Teacher – Comprehensive Substitute Solutions

To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions.

F - Frequently
O - Occasionally
N - Not at all

PHYSICAL REQUIREMENTS:

F,O,N	PHYSICAL REQUIREMENT DESCRIPTION
F	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
F	**Bending and Stooping:** Bending body downward and forward by bending spine at the waist as required on a daily basis.
O	**Climbing:** Ascending or descending ladders, scaffolding, ramps, poles, and other devises using feet and legs and/or hands and arms. Body agility is emphasized
F	**Climbing Stairs:** Ascending or descending stairs to gain access to a building or to move from one floor to another
O	**Crawling:** Moving about on hands and knees or hands and feet as required on a daily basis
F	**Light Carrying:** Physically transporting items weighing less than 15 pounds from one location to another
O	**Moderate Carrying:** Items weighing 15 to 44 pounds
O	**Heavy Carrying:** Items weighing 45 pounds and over
F	**Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm

O	**Grasping:** Applying pressure to an object with fingers (including thumb) and palm
O	**Kneeling:** Bending legs at knees to come to rest on one or both knees required on a daily basis
F	**Light Lifting:** Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
O	**Moderate Lifting:** Objects 15 – 44 pounds
O	**Heavy Lifting:** Objects 45 pounds and over
F	**Mobility Requirement:** Enough to escort students about the building and attend required meetings (Provide examples)
O	**Pulling Hand over Hand:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion as required on a daily basis
O	**Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward, or upward as required on a daily basis
O	**Reaching Above Shoulder:** Extending hand(s) and arm(s) in any direction
F	**Repetitive Motion:** Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
O	**Sitting:** Particularly for sustained periods of time
F	**Standing:** As required on a daily basis
F	**Walking:** Moving about on foot, particularly for long distances as required on a daily basis
F	**Visual Requirement:** Enough to see and read texts and computer keyboards and screens (Examples: Able to see and read PC screens; detect color coding, read fine print, and/or normal type size print); enough to see and redirect the attention of all assigned students in the classroom, hallway, lunchline, fire/tornado drills or otherwise
F	**Hearing Requirement:** Enough to: instruct and monitor students and participate in required meetings (Examples: able to detect specific noises, proper equipment operation; understand what clients are saying in normal conversation)
F	**Other Physical Requirements:** Describe: Ability to sit on small preschool chairs throughout the day; to get down and off the floor multiple times throughout the day; to sit in cross-leg position on the floor for an extended period of time periodically throughout the day; ability to get up from this position on the floor; be physically able to run and move quickly to retrieve a child in an emergency or unsafe situation; be able to be active outside with small children in wide range of temperatures.

MENTAL REQUIREMENTS:

F,O,N	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
F	Ability to understand complex problems and to collaborate and explore alternative solutions
F	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
F	Ability to organize and prioritize work schedules of others on short-term basis
F	Ability to organize and prioritize work schedules of others on long-term basis
	REASONING AND DECISION MAKING

F	Ability to apply common sense in performing job
F	Ability to make decisions which have moderate impact on immediate work unit
O	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
O	Ability to make decisions which have significant impact on the department's credibility, operations, and services
COMMUNICATION	
F	Ability to understand and follow basic instructions and guidelines
F	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
F	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
O	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
F	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
O	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
O	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
N	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
MATHEMATICS	
F	Basic mathematical ability is required
F	Ability to count accurately
F	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
N	Ability to compute, analyze, and interpret numerical data for reporting purposes

WORK ENVIRONMENT:

F,O,N	**WORK ENVIRONMENT:** On the job the employee:
F	Is exposed to excessive noise
O	Is around moving machinery
N	Is exposed to marked changes in temperature and/or humidity
O	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Drives motorized equipment
O	Works in confined quarters
DEVICE OPERATION	
List all computers, peripherals, and other hardware required to perform this job: Computer / Digital Projector / Overhead / Textbooks and Instructional Materials	
List all computer software required to perform this job: Microsoft Office / FileMaker Pro / Internet	
List all office machines required to perform this job: Copy Machine/Printer / Fax /	
List all vehicles that must be operated to perform this job: Automobile	
List any other machines (including heavy equipment) required to perform this job:	
List all tools involving manipulation that are required to perform this job:	

Substitute Paraprofessional/Educational Aide

Summary: Performs any combination of the following tasks to assist the staff of preschools, elementary schools, or secondary schools by performing the following duties.

Qualifications: High School Diploma or GED
Valid Educational Aide Permit issued by the Ohio Department of Education – Valid for Hamilton County ESC.
Must be at least 18 years of age.
Must be at least 22 years of age to serve in High School settings

To perform this job successfully, an individual must be able to perform all aspects of the position as described below satisfactorily. The information listed below is representative of the characteristics of the position and the knowledge, skills, abilities required. This is not an exhaustive list of all duties which may be required in any given assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Support learning environment through appropriate and positive interactions with children and other staff.
- Use developmentally appropriate practices to facilitate activities with groups/individuals.
- Assist in supervising and monitoring children at all times throughout the program environment (indoor/outdoor) to ensure child safety.
- Assist in setting up environment (indoor/outdoor) for the children's daily activities.
- Assists students for preparation to transition in and out of classroom at arrival and dismissal time.
- Maintain a safe and clean working environment.
- Assist staff members responsible for helping children with toileting procedures/accidents and if necessary, a change of clothing.
- Physical ability to respond to children quickly in emergencies.
- Regular walking, kneeling, bending, or sitting.
- Occasional lifting up to 50 lbs.
- Respond appropriately to crisis and emergency situations.

Other Duties and Responsibilities:

- Ability to handle confidential, sensitive information and set/maintain professional boundaries with families.
- Ability to work as a team member.
- Frequent decision-making abilities.
- Ability to relate to persons with diverse educational, socioeconomic, and ethnic backgrounds.

Evaluation:
Building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above-listed responsibilities.

Substitute Educational Aide / Paraprofessional
To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions. Use these codes to complete this questionnaire:
F - Frequently
O - Occasionally
N - Not at all

PHYSICAL REQUIREMENTS: Check the physical requirements necessary to perform the essential duties of the position (refer to the most recent job description)

F,O,N	PHYSICAL REQUIREMENT DESCRIPTION
F	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
F	**Bending and Stooping:** Bending body downward and forward by bending spine at the waist. (7 hours per day) ability to stoop to get to the child's eye level to talk/interact with a small child.
O	**Climbing:** Ascending or descending ladders, scaffolding, ramps, poles, and other devises using feet and legs and/or hands and arms. Must be physically agile to climb playground equipment to support or assist children on the equipment.
F	**Climbing Stairs:** Ascending or descending stairs to gain access to a building or to move from one floor to another depending on the location of the classroom.
O	**Crawling:** Moving about on hands and knees or hands and feet occasionally during the day for up to 3 hours per day.
F	**Light Carrying:** Physically transporting items weighing less than 15 pounds from one location to another
O	**Moderate Carrying:** Items weighing 15 to 44 pounds, which may include carrying a child of this weight for safety or other reasons.
O	**Heavy Carrying:** Items weighing 45 pounds and over, which may include carrying a child of this weight for safety or other reasons.
F	**Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm; fine motor activities and typing
O	**Grasping:** Applying pressure to an object with fingers (including thumb) and palm
F	**Kneeling:** Bending legs at knees to come to rest on one or both knees (3 hours per day) repeated times throughout the day and for long periods of times.
F	**Light Lifting:** Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
O	**Moderate Lifting:** Objects 15 – 44 pounds which may include carrying a child of this weight for safety or other reasons or moving equipment within the classroom.
O	**Heavy Lifting:** Objects 45 pounds and over which may include carrying a child of this weight for safety or other reasons or moving equipment within the classroom.
F	**Mobility Requirement:** Must be able to be in constant movement throughout the day, walk, run, move quickly at a moment's notice. Must also have the ability to stay in one location or position for an extended amount of time, up to an hour.
O	**Pulling Hand over Hand:** Using upper extremities to exert force to draw, drag, haul, or tug objects in a sustained motion (1 hours per day)
O	**Pushing:** Using upper extremities to press against something with steady force to thrust forward, downward, or upward (1 hours per day) participate in large motor activities such as swinging as child.
F	**Reaching Above Shoulder:** Extending hand(s) and arm(s) in any direction; demonstration or participation of movement activities within large motor activities.
F	**Repetitive Motion:** Substantial movements of the wrists, hands, and/or fingers for sustained periods of time; participation in fine motor activities and finger plays.
O	**Sitting:** Particularly for sustained periods of time, sitting in child size chairs while working with a child or group of children. Sitting on the floor while working with a child or group of children. Sit "crisscross" on the floor to model for children in a large group setting such as "circle time".
F	**Standing:** (7 hours per day) Must be able to stand for sustained periods of time in addition to constant changes in positions.

F	**Walking:** Moving about on foot, particularly for long distances (1 hours per day) in order to move children to a variety of locations with the building throughout the day.
F	**Visual Requirement:** interact with children, provide eye contact, ability to scan the classroom to see children across the room as well as the ability to read books, see small items that pertain to a toy or an activity.
F	**Hearing Requirement:** ability to hear a young child's voice as well as hearing children across the classroom.

Other Physical Requirements: Ability to sit on small preschool chairs throughout the day, to get down and off the floor multiple times throughout the day, to sit in a cross-leg position on the floor for an extended period of time periodically throughout the day, ability to get up from this position on the floor, physically able to run and move quickly to retrieve a child in an emergency or unsafe situation. Be able to be active outside with small children in a wide range of temperatures.

MENTAL REQUIREMENTS:

F,O,N	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
O	Ability to understand complex problems and to collaborate and explore alternative solutions
O	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
O	Ability to organize and prioritize work schedules of others on short-term basis
O	Ability to organize and prioritize work schedules of others on a long-term basis
	REASONING AND DECISION MAKING
F	Ability to apply common sense in performing job
F	Ability to make decisions which have moderate impact on immediate work unit
O	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
F	Ability to make decisions which have significant impact on the department's credibility, operations, and services
	COMMUNICATION
F	Ability to understand and follow basic instructions and guidelines
F	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
O	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
F	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
F	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
O	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
O	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
N	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
	MATHEMATICS
N	No mathematical ability is required
F	Ability to count accurately
O	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
O	Ability to compute, analyze, and interpret numerical data for reporting purposes
N	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models

Job Description – **Substitute Educational Aide – High Needs Behaviors**
Board Approved: June 1, 2026

TITLE: **Substitute Educational Aide – High Needs Behaviors**

QUALIFICATIONS:
High School Diploma or higher
Valid Ohio Department of Education Credential
Must be at least 18 years of age
Must be at least 22 years of age to serve in High School settings
Valid Drivers' License

REPORTS TO: School Administrators, Sub Solutions Administration

JOB SUMMARY: To aid children, teachers and/or other interdisciplinary team members in providing an appropriate and safe learning environment to enrolled students.

ESSENTIAL FUNCTIONS:

1. Interacts with students according to the direction provided by the teacher;
2. Observes and intervene to redirect inappropriate student behavior;
3. Provides assistance to teachers when approved de-escalation techniques are utilized and when a student needs a calming environment;
4. Utilizes guided practice and other instructionally relevant activities to students as directed;
5. Assists, monitors and guides the student to complete tasks;
6. Helps individual students as needed with adaptive, functional and life skills as appropriate;
7. Responds efficiently and effectively to emergency and unusual situations for the purpose of keeping all students safe;
8. Assists instructional staff with data collection, student work corrections, instructional accommodations and modifications as directed;
9. Coaches the student in using age appropriate self-management skills as related to the children's educational needs;
10. Promotes a safe learning environment;
11. Demonstrates mobility by responding promptly to any potential issues that may arise;
12. Monitors student behavior prior to the official start of the school day as directed, during class, between classes, free time, bus drop-off/pick-up and other times as assigned;
13. Assumes other responsibilities and duties as assigned.

EVALUATION:
Building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above listed responsibilities.

Substitute Educational Aide – High Needs Behaviors

To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions.

F – Frequently
O – Occasionally
N – Not at all

PHYSICAL REQUIREMENTS:

F,O,N	PHYSICAL REQUIREMENT DESCRIPTION
O	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
F	**Bending and Stooping:** Bending body downward and forward by bending spine at the waist. (1/2 hour per day)
N	**Climbing:** Ascending or descending ladders, scaffolding, ramps, poles, and other devises using feet and legs and/or hands and arms. Body agility is emphasized
F	**Climbing Stairs:** Ascending or descending stairs to gain access to a building or to move from one floor to another
O	**Crawling:** Moving about on hands and knees or hands and feet (____ hours per day)
F	**Light Carrying:** Physically transporting items weighing less than 15 pounds from one location to another
O	**Moderate Carrying:** Items weighing 15 to 44 pounds
N	**Heavy Carrying:** Items weighing 45 pounds and over
F	**Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
O	**Grasping:** Applying pressure to an object with fingers (including thumb) and palm
O	**Kneeling:** Bending legs at knees to come to rest on one or both knees (____ hours per day)
F	**Light Lifting:** Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
O	**Moderate Lifting:** Objects 15 – 44 pounds
N	**Heavy Lifting:** Objects 45 pounds and over
F	**Mobility Requirement:** Walk to and from various work locations, set up meeting spaces, able to assist in transport and set up of display materials; transport self to get back and forth between HCESC and customers or professional development events/conferences
N	**Pulling Hand over Hand:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion (_____ hours per day)
N	**Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward, or upward (_____ hours per day)
O	**Reaching Above Shoulder:** Extending hand(s) and arm(s) in any direction
O	**Repetitive Motion:** Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
O	**Sitting:** Particularly for sustained periods of time

O	**Standing:** (up to 6 hours per day)
O	**Walking:** Moving about on foot, particularly for extended distances or frequently during the course of a day.
F	**Visual Requirement:** Enough to see and read computer screens; detect color coding, read fine print, and/or normal type size print
F	**Hearing Requirement:** Enough to understand what clients are saying in normal conversation and in professional learning settings
N	**Other Physical Requirements:** Describe: None

MENTAL REQUIREMENTS:

F,O,N	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
F	Ability to understand complex problems and to collaborate and explore alternative solutions
F	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
F	Ability to organize and prioritize work schedules of others on short-term basis
F	Ability to organize and prioritize work schedules of others on long-term basis
	REASONING AND DECISION MAKING
F	Ability to apply common sense in performing job
F	Ability to make decisions which have moderate impact on immediate work unit
F	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
F	Ability to make decisions which have significant impact on the organization's credibility, operations, and services
	COMMUNICATION
F	Ability to understand and follow basic instructions and guidelines
F	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
F	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
F	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone

F	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately and appropriately
F	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
F	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
F	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
	MATHEMATICS
F	Some mathematical ability is required related to managing budgets, calculating commissions, customer value and pricing.
F	Ability to count accurately
F	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
F	Ability to compute, analyze, and interpret numerical data for reporting purposes
F	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
	Additional comments regarding mental capability requirements:

WORK ENVIRONMENT:

F,O,N	**WORK ENVIRONMENT:** On the job the employee:
O	Is exposed to excessive noise
N	Is around moving machinery
N	Is exposed to marked changes in temperature and/or humidity
N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Drives motorized equipment
N	Works in confined quarters
	DEVICE OPERATION:
F	List all computers, peripherals, and other hardware required to perform this job: Laptop and/or desktop computer, computer projector, printer
F	List all computer software required to perform this job: Microsoft Office (Outlook Email, Microsoft Word, Microsoft Excel, Microsoft Power Point), Internet Explorer, Adobe Acrobat, vendor software (various programs), Share Point (end-user only) for online collaboration and information sharing
F	List all office machines required to perform this job: Fax machine, photo copy machine
F	List all vehicles that must be operated to perform this job: personal transportation
N	List any other machines (including heavy equipment) required to perform this job: None
F	List all tools involving manipulation that are required to perform this job: standard school and office tools (i.e., scissors, stapler, calculator, writing instruments)

Job Description: **Substitute Health Aide**
Board Approved: 6/1/2026

TITLE: **Substitute Health Aide**

QUALIFICATIONS:
Valid Ohio Educational Aide Certificate
Successful completion of Medication Administration and Documentation and Record-keeping Training
Nurse Licensure preferred
Must be at least 18 years of age
Must be at least 22 years of age to serve in High School settings

REPORTS TO: School District Nurse, School Administrators, Sub Solutions Administration

JOB SUMMARY: To follow the direction of the district nurse and school administration to cover various responsibilities, providing support in the building health clinics, and to aid children, teachers and/or other interdisciplinary team members in providing an appropriate and safe learning environment to enrolled students.

ESSENTIAL FUNCTIONS:

1. Participates in training from the District RN on Administration of Medications, documentation and record-keeping;
2. Dispenses medications in accordance with medication and documentation policies under the direction/ delegation of school nurse;
3. Delivers basic first aid care in accordance with training and under directions/delegation of school/district nurse.
4. Responds efficiently and effectively to emergency and unusual situations for the purpose of keeping all students safe;
5. Performs record keeping, recording of appropriate interactions in the health clinic.
6. Adheres to strict confidentiality of information regarding students and families.
7. Completes assigned responsibilities in an organized and timely manner.
8. Alerts current school personnel to potential health problems.
9. Provides phone support both inbound/outbound calls.
10. Maintains a professional appearance and demeanor.
11. Demonstrates regular work attendance.
12. Establishes positive relationships with students and staff.
13. Maintains valid educational aide certificate.
14. Performs other responsibilities and duties as assigned.

EVALUATION:
Building administrator(s) and District Nurse will evaluate performance on the ability and effectiveness in carrying out the above listed responsibilities.

Substitute Health Aide

To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions.

F – Frequently
O – Occasionally
N – Not at all

PHYSICAL REQUIREMENTS:

F,O,N	PHYSICAL REQUIREMENT DESCRIPTION
O	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
F	**Bending and Stooping:** Bending body downward and forward by bending spine at the waist. (1/2 hour per day)
N	**Climbing:** Ascending or descending ladders, scaffolding, ramps, poles, and other devises using feet and legs and/or hands and arms. Body agility is emphasized
F	**Climbing Stairs:** Ascending or descending stairs to gain access to a building or to move from one floor to another
O	**Crawling:** Moving about on hands and knees or hands and feet (____ hours per day)
F	**Light Carrying:** Physically transporting items weighing less than 15 pounds from one location to another
O	**Moderate Carrying:** Items weighing 15 to 44 pounds
N	**Heavy Carrying:** Items weighing 45 pounds and over
F	**Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
O	**Grasping:** Applying pressure to an object with fingers (including thumb) and palm
O	**Kneeling:** Bending legs at knees to come to rest on one or both knees (____ hours per day)
F	**Light Lifting:** Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
O	**Moderate Lifting:** Objects 15 – 44 pounds
N	**Heavy Lifting:** Objects 45 pounds and over
F	**Mobility Requirement:** Walk to and from various work locations, set up meeting spaces, able to assist in transport and set up of display materials; transport self to get back and forth between HCESC and customers or professional development events/conferences
N	**Pulling Hand over Hand:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion (_____ hours per day)
N	**Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward, or upward (_____ hours per day)
O	**Reaching Above Shoulder:** Extending hand(s) and arm(s) in any direction
O	**Repetitive Motion:** Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
O	**Sitting:** Particularly for sustained periods of time

O	**Standing:** (up to 6 hours per day)
O	**Walking:** Moving about on foot, particularly for extended distances or frequently during the course of a day.
F	**Visual Requirement:** Enough to see and read computer screens; detect color coding, read fine print, and/or normal type size print
F	**Hearing Requirement:** Enough to understand what clients are saying in normal conversation and in professional learning settings
N	**Other Physical Requirements:** Describe: None

MENTAL REQUIREMENTS:

F,O,N	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
F	Ability to understand complex problems and to collaborate and explore alternative solutions
F	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
F	Ability to organize and prioritize work schedules of others on short-term basis
F	Ability to organize and prioritize work schedules of others on long-term basis
	REASONING AND DECISION MAKING
F	Ability to apply common sense in performing job
F	Ability to make decisions which have moderate impact on immediate work unit
F	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
F	Ability to make decisions which have significant impact on the organization's credibility, operations, and services
	COMMUNICATION
F	Ability to understand and follow basic instructions and guidelines
F	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
F	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
F	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
F	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately and appropriately

F	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
F	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
F	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
	MATHEMATICS
F	Some mathematical ability is required related to managing budgets, calculating commissions, customer value and pricing.
F	Ability to count accurately
F	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
F	Ability to compute, analyze, and interpret numerical data for reporting purposes
F	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
	Additional comments regarding mental capability requirements:

WORK ENVIRONMENT:

F,O,N	**WORK ENVIRONMENT:** On the job the employee:
O	Is exposed to excessive noise
N	Is around moving machinery
N	Is exposed to marked changes in temperature and/or humidity
N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Drives motorized equipment
N	Works in confined quarters
	DEVICE OPERATION:
F	List all computers, peripherals, and other hardware required to perform this job: Laptop and/or desktop computer, computer projector, printer
F	List all computer software required to perform this job: Microsoft Office (Outlook Email, Microsoft Word, Microsoft Excel, Microsoft Power Point), Internet Explorer, Adobe Acrobat, vendor software (various programs), Share Point (end-user only) for online collaboration and information sharing
F	List all office machines required to perform this job: Fax machine, photo copy machine
F	List all vehicles that must be operated to perform this job: personal transportation
N	List any other machines (including heavy equipment) required to perform this job: None
F	List all tools involving manipulation that are required to perform this job: standard school and office tools (i.e., scissors, stapler, calculator, writing instruments)

Substitute Custodian

Summary: Responsible for maintaining a safe, secure, and clean working environment for the school.

Qualifications: High school diploma or GED
2-3 years custodial background with experience in cleaning
Must be at least 18 years of age

To perform this job successfully, an individual must be able to perform all aspects of the position as described below satisfactorily. The information listed below is representative of the characteristics of the position and the knowledge, skills, abilities required. This is not an exhaustive list of all duties which may be required in any given assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Ensure the safety and cleanliness of building and grounds.
- Perform general housekeeping duties including flooring, lighting, trash removal, and restroom and furniture maintenance.
- Adhere to all requirements and safety procedures established by policies governing OSHA and the agency exposure control plan
- Clean, wax, and buff floors and halls as needed
- Provide building checks as assigned
- Unlock and secure building at scheduled times
- Operate general cleaning equipment inclusive of all electrical or battery-operated machinery
- Remove snow and ice to provide safety for staff, parents, and children
- Report building issues, concerns, and emergencies to supervisor immediately
- Physical capacity to perform regular kneeling, bending, or sitting
- Able to work with minimal supervision
- Ability to lift up to 50 lbs.

Other Duties and Responsibilities:

- Perform general maintenance and repairs to the building
- Secure appropriate materials to handle maintenance and repairs of the building
- Be responsible for set-up and maintenance for trainings and special events
- Be responsible for set-up and placement of furniture as assigned
- Perform other related duties as assigned by immediate supervisor and other management as required
- Ability to work as a team member

Evaluation: Building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above-listed responsibilities.

Substitute Custodian

To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions. Use these codes to complete this questionnaire:

F - Frequently
O - Occasionally
N - Not at all

PHYSICAL REQUIREMENTS:

F,O,N	PHYSICAL REQUIREMENT DESCRIPTION
O	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
O	**Bending and Stooping:** Bending body downward and forward by bending spine at the waist. (1 hour per day)
F	**Climbing:** Ascending or descending ladders, scaffolding, ramps, poles, and other devises using feet and legs and/or hands and arms. Body agility is emphasized
O	**Climbing Stairs:** Ascending or descending stairs to gain access to a building or to move from one floor to another
O	**Crawling:** Moving about on hands and knees or hands and feet (__1/4_ hours per day)
F	**Light Carrying:** Physically transporting items weighing less than 15 pounds from one location to another
F	**Moderate Carrying:** Items weighing 15 to 44 pounds
O	**Heavy Carrying:** Items weighing 45 pounds and over
O	**Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
F	**Grasping:** Applying pressure to an object with fingers (including thumb) and palm
F	**Kneeling:** Bending legs at knees to come to rest on one or both knees (1 hours per day)
O	**Light Lifting:** Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
O	**Moderate Lifting:** Objects 15 – 44 pounds
O	**Heavy Lifting:** Objects 45 pounds and over
F	**Mobility Requirement:** Enough to perform building cleaning and maintenance
O	**Pulling Hand over Hand:** Using upper extremities to exert force to draw, drag, haul, or tug objects in a sustained motion (___1-4__ hours per day)
O	**Pushing:** Using upper extremities to press against something with steady force to thrust forward, downward, or upward (1-4 hours per day)
O	**Reaching Above Shoulder:** Extending hand(s) and arm(s) in any direction
O	**Repetitive Motion:** Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
O	**Sitting:** Particularly for sustained periods of time

F	**Standing:** (6 hours per day)
F	**Walking:** Moving about on foot, particularly for long distances (6 hours per day)
F	**Visual Requirement:** Enough to read product labels / MSDS sheets / notes (Examples: Able to see and read PC screens; detect color coding, read fine print, and/or normal type size print)
F	**Hearing Requirement:** Enough to: ensure proper equipment operation (Examples: able to detect specific noises, proper equipment operation; understand what clients are saying in normal conversation)
O	**Other Physical Requirements:**

MENTAL REQUIREMENTS:

F,O,N	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
F	Ability to understand complex problems and to collaborate and explore alternative solutions
O	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
O	Ability to organize and prioritize work schedules of others on short-term basis
N	Ability to organize and prioritize work schedules of others on long-term basis
	REASONING AND DECISION MAKING
F	Ability to apply common sense in performing job
F	Ability to make decisions which have moderate impact on immediate work unit
F	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
F	Ability to make decisions which have significant impact on the department's credibility, operations, and services
	COMMUNICATION
F	Ability to understand and follow basic instructions and guidelines
O	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
O	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
O	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
F	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly

N	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
O	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
N	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
	MATHEMATICS
O	No mathematical ability is required
F	Ability to count accurately
F	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
O	Ability to compute, analyze, and interpret numerical data for reporting purposes
N	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
	Additional comments regarding mental capability requirements:

WORK ENVIRONMENT:

F,O,N	**WORK ENVIRONMENT:** On the job the employee:
O	Is exposed to excessive noise
O	Is around moving machinery
O	Is exposed to marked changes in temperature and/or humidity
O	Is exposed to dust, fumes, gases, microwave
O	Drives motorized equipment
O	Works in confined quarters
	DEVICE OPERATION
F	List all computers, peripherals, and other hardware required to perform this job: Desktop computer and printer
O	List all computer software required to perform this job: Microsoft windows – office and internet explorer
O	List all office machines required to perform this job: Fax and copy machines
O	List all vehicles that must be operated to perform this job: Delivery box van
F	List any other machines (including heavy equipment) required to perform this job: Weed eater / Floor buffer / Vacuum / Carpentry tools / snow blower / lawn tractor
F	List all tools involving manipulation that are required to perform this job: Weed eater / Floor buffer / Vacuum / Carpentry tools / snow blower / lawn tractor

Substitute Food Service

Summary: Prepares daily school lunches by performing the following duties.

Qualifications: High School Diploma or GED.
Must be at least 18 year of age.

To perform this job successfully, an individual must be able to perform all aspects of the position as described below satisfactorily. The information listed below is representative of the characteristics of the position and the knowledge, skills, abilities required. This is not an exhaustive list of all duties which may be required in any given assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Provides properly prepared, nutritionally adequate, and varied diet for students
- Inspects equipment for cleanliness and functional operation
- Performs cooking, food preparation, and serving duties with other workers
- Performs clean-up of equipment, floors, cooking, and service areas.
- Performs cashiering duties, including preparing register for the days transactions, cashiering during the entire serving period, closing the register, and accurately completing all required paperwork

Other Duties and Responsibilities:

- Be willing to train as a cashier if called upon to do so
- Perform other duties or assignments as directed by the immediate supervisor or building administration.

Evaluation: Building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above-listed responsibilities.

Substitute Food Service

To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions. Use these codes to complete this questionnaire:
F - Frequently
O - Occasionally
N - Not at all

PHYSICAL REQUIREMENTS:

Check the physical requirements necessary to perform the essential duties of the position (refer to the most recent job description)

F,O,N	PHYSICAL REQUIREMENT DESCRIPTION
F	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
F	**Bending and Stooping:** Bending body downward and forward by bending spine at the waist. (4 hours per day) ability to stoop to get to the child's eye level to talk/interact with a small child
O	**Climbing:** Ascending or descending ladders, scaffolding, ramps, poles, and other devises using feet and legs and/or hands and arms. Body agility is emphasized
F	**Climbing Stairs:** Ascending or descending stairs to gain access to a building or to move from one floor to another depending on the location of the classroom/cafeteria

O	**Crawling:** Moving about on hands and knees or hands and feet (1 hours per day) to access material/waste under furniture
F	**Light Carrying:** Physically transporting items weighing less than 15 pounds from one location to another
O	**Moderate Carrying:** Items weighing 15 to 44 pounds, which may include carrying a child of this weight for safety or other reasons
O	**Heavy Carrying:** Items weighing 45 pounds and over, which may include carrying a child of this weight for safety or other reasons
F	**Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
F	**Grasping:** Applying pressure to an object with fingers (including thumb) and palm, serving food with utensil
F	**Kneeling:** Bending legs at knees to come to rest on one or both knees (3 hours per day) to reach child level, repeated times throughout the session and for long periods of time
F	**Light Lifting:** Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
O	**Moderate Lifting:** Objects 15 – 44 pounds, which may include carrying a child of this weight for safety or other reasons, moving furniture/equipment
O	**Heavy Lifting:** Objects 45 pounds and over, which may include carrying a child of this weight for safety or other reasons, moving furniture/equipment
F	**Mobility Requirement:** Must be able to be in constant movement throughout the workday, walk, run, move quickly at a moment's notice, move from sitting to standing, bending down repeatedly for long periods of time, up to an hour. (Provide examples)
O	**Pulling Hand over Hand:** Using upper extremities to exert force to draw, drag, haul, or tug objects in a sustained motion (__1___ hours per day)
O	**Pushing:** Using upper extremities to press against something with steady force to thrust forward, downward, or upward (__1__ hours per day), moving a food cart throughout a school building
O	**Reaching Above Shoulder:** Extending hand(s) and arm(s) in any direction, pick up and lift containers
O	**Repetitive Motion:** Substantial movements of the wrists, hands, and/or fingers for sustained periods of time, serving food, dishing up servings, opening cartons
O	**Sitting:** Particularly for sustained periods of time, on small child chairs, on floor, sit "crisscross" on floor
F	**Standing:** (3 hours per day) must be able to stand for sustained periods of time in addition to constant changes in positions
F	**Walking:** Moving about on foot, particularly for long distances (2 hours per day) depending on the location of the classroom and cafeteria
F	**Visual Requirement:** able to provide eye contact, interact with a child, to scan the classroom, see across the room, see small items, to read written material regular or fine print
F	**Hearing Requirement:** ability to hear a young child's voice as well as hearing a child across the classroom
	Other Physical Requirements: ability to move quickly from one position to another, move quickly to retrieve a child in an emergency or unsafe situation.

MENTAL REQUIREMENTS:

Check each of the mental abilities that are required to perform the essential functions of this position. Please comment in the space provided to elaborate or further explain this position's mental capability needs.

F,O,N	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
O	Ability to understand complex problems and to collaborate and explore alternative solutions
O	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate
	ORGANIZATION
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
O	Ability to organize and prioritize work schedules of others on short-term basis
N	Ability to organize and prioritize work schedules of others on a long-term basis
	REASONING AND DECISION MAKING
F	Ability to apply common sense in performing job
F	Ability to make decisions which have moderate impact on immediate work unit
O	Ability to make decisions which have significant impact on the immediate work unit and monitor impact
O	Ability to make decisions which have significant impact on the department's credibility, operations, and
	COMMUNICATION
F	Ability to understand and follow basic instructions and guidelines
F	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
O	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical
F	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively
F	Ability to express or exchange ideas by means of the spoken word, communicating orally with others
O	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
O	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope
N	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports,
	MATHEMATICS
N	No mathematical ability is required
F	Ability to count accurately
O	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
O	Ability to compute, analyze, and interpret numerical data for reporting purposes
N	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and
	Additional comments regarding mental capability requirements:

WORK ENVIRONMENT:

Check each of the mental abilities that are required to perform the essential functions of this position. Please comment in the space provided to elaborate or further explain this position's mental capability needs.

F,O,N	**WORK ENVIRONMENT:** On the job the employee:
F	Is exposed to excessive noise
O	Is around moving machinery
O	Is exposed to marked changes in temperature and/or humidity
O	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Drives motorized equipment
O	Works in confined quarters
	DEVICE OPERATION:
F	List all **computers,** peripherals, and other hardware required to perform this job:
	List all computer software required to perform this job:
	List all office machines required to perform this job:
	List all vehicles that must be operated to perform this job:
	List any other machines (including heavy equipment) required to perform this job:
	List all tools involving manipulation that are required to perform this job:

Substitute Secretary

Summary: To manage the flow of office tasks to ensure their timely completion and to assist the administrative and teaching staff in the operation of an efficient and professional office and school.

Qualifications: High school diploma or GED
minimum of three years related experience and/or training (formal business or secretarial training preferred); or equivalent combination of education and experience.
Must be at least 18 years of age.

To perform this job successfully, an individual must be able to perform all aspects of the position as described below satisfactorily. The information listed below is representative of the characteristics of the position and the knowledge, skills, abilities required. This is not an exhaustive list of all duties which may be required in any given assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Greet students, staff, and parent visitors courteously and professionally.
- Assist with the attendance process.
- Maintain all office files in an orderly fashion.
- Receive telephone and fax messages for staff and deliver them consistently.
- Handle incoming and outgoing mail.
- Operate computers and all office machines as needed.
- Maintain confidentiality in sensitive matters.
- Assist in issuing communications and forms for students.
- Supervise the general demeanor of students who are present in the office and direct students who are ill to the appropriate school personnel.

Other Duties and Responsibilities:

- Type letters, memos, reports, programs, and evaluations, for the principal/administrator as directed.
- Maintain accounts, process purchase orders, and follow through on receiving and distributing supplies.
- Process all student directory, grade information, enrollment/withdrawals, and demographic information.
- Perform other duties or assignments as directed by the immediate supervisor or building administration.

Evaluation: Building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above-listed responsibilities.

To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions.
F - Frequently
O - Occasionally
N - Not at all

PHYSICAL REQUIREMENTS: The following physical requirements are necessary to perform the essential duties of the position

F,O,N	PHYSICAL REQUIREMENT DESCRIPTION
N	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
O	**Bending and Stooping:** Bending body downward and forward by bending spine at the waist. (2hours per day)

N	**Climbing:** Ascending or descending ladders, scaffolding, ramps, poles, and other devises using feet and legs and/or hands and arms. Body agility is emphasized
O	**Climbing Stairs:** Ascending or descending stairs to gain access to a building or to move from one floor to another
N	**Crawling:** Moving about on hands and knees or hands and feet (____ hours per day)
F	**Light Carrying:** Physically transporting items weighing less than 15 pounds from one location to another
O	**Moderate Carrying:** Items weighing 15 to 44 pounds
O	**Heavy Carrying:** Items weighing 45 pounds and over
F	**Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
O	**Grasping:** Applying pressure to an object with fingers (including thumb) and palm
O	**Kneeling:** Bending legs at knees to come to rest on one or both knees (__1__ hours per day)
F	**Light Lifting:** Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
O	**Moderate Lifting:** Objects 15 – 44 pounds
O	**Heavy Lifting:** Objects 45 pounds and over
F	**Mobility Requirement:** Enough to move self within office environment move materials and supplies as needed. (Provide examples)
N	**Pulling Hand over Hand:** Using upper extremities to exert force to draw, drag, haul, or tug objects in a sustained motion (_____ hours per day)
N	**Pushing:** Using upper extremities to press against something with steady force to thrust forward, downward, or upward (_____ hours per day)
O	**Reaching Above Shoulder:** Extending hand(s) and arm(s) in any direction
F	**Repetitive Motion:** Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
F	**Sitting: Particularly for sustained periods of time**
O	**Standing: (3 hours per day)**
F	**Walking: Moving about on foot, particularly for long distances (3 hours per day)**
F	**Visual Requirement: Enough to see and read computer screen, documents. (Examples: Able to see and read PC screens; detect color coding, read fine print, and/or normal type size print)**
F	**Hearing Requirement: Enough to: hear phone conversation, in-person (Examples: able to detect specific noises, proper equipment operation; understand what clients are saying in normal conversation)**
F	**Other Physical Requirements: Describe: Keyboarding**

MENTAL REQUIREMENTS: The following mental abilities are required to perform the essential functions of this position

F,O,N	**MENTAL CAPABILITY REQUIREMENTS**
COMPREHENSION	
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
F	Ability to understand complex problems and to collaborate and explore alternative solutions
F	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
ORGANIZATION	
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
F	Ability to organize and prioritize work schedules of others on short-term basis
F	Ability to organize and prioritize work schedules of others on a long-term basis
REASONING AND DECISION MAKING	

F	Ability to apply common sense in performing job
F	Ability to make decisions which have moderate impact on immediate work unit
F	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
F	Ability to make decisions which have significant impact on the department's credibility, operations, and services
COMMUNICATION	
F	Ability to understand and follow basic instructions and guidelines
F	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
F	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
F	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
F	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
O	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
F	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
O	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
MATHEMATICS	
N/A	No mathematical ability is required
F	Ability to count accurately
F	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
F	Ability to compute, analyze, and interpret numerical data for reporting purposes
O	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
Additional comments regarding mental capability requirements:	

WORK ENVIRONMENT: The following mental abilities are required to perform the essential functions of this position.

F,O,N	**WORK ENVIRONMENT:** On the job the employee:
N	Is exposed to excessive noise
O	Is around moving machinery
N	Is exposed to marked changes in temperature and/or humidity
N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Drives motorized equipment
N	Works in confined quarters
DEVICE OPERATION:	
List all computers, peripherals, and other hardware required to perform this job: Desktop, laptop, printer, scanner	
List all computer software required to perform this job: Microsoft Office Word, Power Point, Excel, Access, Share Point, Filemaker Pro, State software	
List all office machines required to perform this job: Fax, postage machines, bulk mail	
List all vehicles that must be operated to perform this job:	
List any other machines (including heavy equipment) required to perform this job:	
List all tools involving manipulation that are required to perform this job:	