



## Permanent Substitute & Projects & Workforce Engagement - NCC

**FLSA Status:**

Non Exempt

**Qualifications:**

Minimum of 60 college hours  
Possession of the knowledge, skills, abilities, and physical attributes necessary to perform the essential job functions  
Desire to continue career improvement by enhancing skills and job performance

**Experience:**

Bachelor's degree with Missouri teacher certification preferred

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Support Staff Salary Schedule:**

Range 13

**Reports to**

Northland Career Center Director and Assistant Director

**Terms of Employment**

179 days, 6.5 hours per day with benefits according to Board policy.

**Purpose Statement**

Teams with NCC staff to assist all students in their learning in a relevant career education environment including projects, work-based learning, employability skills, and other hands-on learning

**Essential Job Functions**

- Is versatile and has the ability to work with students and teachers from all NCC programs. May be required to move to a different program if the need arises.
- Reviews with the building administrator, department head, team leader, or grade level teachers, etc. all plans and schedules to be followed during the teaching day.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which they are assigned.
- Consults with a building administrator, department head, team leader, grade level teachers, etc. before initiating any teaching or other procedure not specified.
- Assumes responsibility for overseeing student behavior in class and all other areas of the building and grounds as necessary.
- Uses a time clock system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
- Substitutes in various situations and is called upon first in emergency substitute situations.
- Assists instructional staff with various projects or hands-on learning in labs/shops.
- Is the designee to work as a liaison between businesses/community and instructors for relevant real-world projects.

- Develops timelines and plans for integrating projects into curriculum.
- Actively supervises any relevant project including projects that are outside of normal lab/shop environment
- Works with individuals or small groups related to employability skills.
- Maintains visibility by circulating to assist the students with their coursework.
- Uses technology to effectively aid students with assigned course work, including students working on computers.
- Assists interns with various projects by assisting with the delivery of instruction on Friday's when interns re-enter the building.
- Maintains a high level of confidentiality regarding student and family academic and social needs.
- Aids in the administering of assessments at the direction of the Testing Administrator.
- Consistent and regular attendance is an essential function of this position.
- Maintains a cooperative relationship with staff, students, and community.
- Ability to work to implement the vision and mission of Northland Career Center & the district.

### **Other Job Functions**

- Assists with class supervision.
- Helps with seat work or individual student work.
- Attends meetings/training as requested.
- May be assigned routine clerical duties such as filing, typing, etc.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress and manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adheres to all district rules, regulations, and policies.
- Adheres to good safety practices.
- Performs all other duties as required or assigned.

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

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Knowledge of various technical skills related to skilled trades careers are required to be successful. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; safety practices and procedures; conflict resolution and stages of child development and behavior.

ABILITY is required to gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others. Ability is also required to work with a wide diversity of individuals; work with a specific, job-related data and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with frequent interruptions.

### **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, some stooping, kneeling, crouching and/or crawling. Generally the job requires 40% sitting 40% walking, and 20% standing.

### **Conditions and Environment**

Employee will be required regularly work inside and outside as determined by student projects.