



**EMPLOYMENT NOTICE
HIRING
FURLOUGHED GOVERNMENT EMPLOYEES
Temporary Assignments**

JOB DESCRIPTION

Substitute Teacher
Para-Professional Substitute – Instructional Assistants, secretarial and clerical
School Bus Driver

MINIMUM QUALIFICATIONS

(Only those persons who meet the minimum qualifications as posted should apply)

- High School Diploma or Accredited General Equivalency Diploma (GED)
Note: Proof of U.S. equivalency must be provided if diploma is from outside of the United States.
- Current Government ID

TRANSPORTATION (Additional Qualifications)

- Valid Texas Commercial Drivers' License Class B with "P" and "S" Passenger endorsement (for school buses)
- Valid Texas Driver's License with acceptable driving record (for White Fleet buses)

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Demonstrated competence to the interviewer of skill in the content area
- Possess excellent communication skills.
- Ability to be prompt and have reliable attendance on scheduled days.

ESSENTIAL FUNCTIONS

1. **Substitute Teacher:** Conduct instructional activities outlined by teacher, provide supervision and maintain a safe and orderly classroom.
2. **Para-Professional Substitute:** Assist teacher in conducting instructional activities, provide supervision and maintain a safe and orderly classroom. Secretarial and clerical positions.
3. **Bus Driver:** Safely operate bus, follow route(s), adhere to established schedules, and observe all traffic laws and safety regulations.

WORKING CONDITIONS

Maintain emotional control under stress, work with frequent interruptions. Daily attendance and punctuality at work are essential functions of the job.

TERMS OF EMPLOYMENT

REPORTS TO: Principal/Director

TYPE OF ASSIGNMENT: Part-Time, Non-Exempt

DAILY RATE: \$75.00

MINIMUM WORK DAYS: During school hours until Government Shutdown ceases

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.
