

# Springfield Public Schools

## Substitute Educational Assistant (Pool) (SUB-03)

### JOB POSTING

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#### Job Details

*Title* **Substitute Educational Assistant (Pool)**

*Posting ID* **SUB-03**

*Description* **THE POSITION**

Springfield Public Schools seeks outstanding candidates for the position of Substitute Educational Assistants. Substitute Educational Assistants work on-call, as needed and perform a variety of tasks assisting in the development of instructional programs and supervisory duties.

Successful candidates will possess the following qualifications that support our district vision "*Every Student a Graduate Prepared for a Bright and Successful Future*":

- Ability to communicate effectively with staff, students and parents
- Able to take initiative and use good judgment
- Ability to work accurately with attention to detail
- Ability to understand and execute oral and written instructions, policies and procedures
- Ability to meet federal requirement pertaining to reading, writing and mathematics (proof of Associates degree or higher, or ability to pass the academic assessment offered by the District)
- Knowledge of clerical and office procedures and equipment
- Ability and commitment to practice cultural competency and demonstrate respect for diversity
- Bilingual/bi-cultural individuals are encouraged to apply

*Shift Type* **Substitute**

*Salary Range* **\$9.25 - \$9.25 / Hourly**

*Location* **ADMINISTRATION BUILDING**

#### Applications Accepted

*Start Date* **04/18/2013**