

**CLASSIFIED / CLERICAL SUBSTITUTE PROFILE SHEET
2011-2012**

Date _____

Name _____	Soc. Sec. No. _____
Address _____	City _____ State _____ Zip _____
Telephone (_____) _____	E-mail address _____

Please indicate what level and which area of Austin you would like to work:

	Any Location	North	South	(Lady Bird Lake divides AISD by North and South)
Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Middle School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Central Administrative Offices ONLY (Option for retired AISD employees)				

*Other (specific campuses) _____

*You will only be called by the campuses specified on this list.

Definitions of special classes

Adaptive PE – Small groups of children that require special physical education instruction. May travel to various campuses throughout the day.

Bilingual – A general education class where two languages (English and Spanish) are used to deliver instruction to children who have been identified as bilingual.

Content Mastery Center (CMC) – Identified students with learning disabilities who receive direct instruction in the regular classroom setting, then receive special assistance for individualized work in the **CMC** lab either as needed or as dictated by the individual education plan (IEP).

Early Childhood (EC) – Children ages 3 through 5 who have been identified as disabled are served in this program.

Social Behavior Skills (SBS) – This classroom is highly structured to provide a framework in which a student with emotional disabilities can benefit from the educational experience. Appropriate social and interactive skills are emphasized.

English As a Second Language (ESL) – Students placed in ESL should have some English skills but may not.

Multiple Handicapped / Life Skills – Students with the most significant educational needs receive special education instruction throughout their school day in basic academics and daily living skills.

Mental Retardation – Students who are diagnosed with congenital intelligence impairment.

Severely and Profoundly Handicapped (SPH) - Students with the most significant physical / mental needs receive special services through this program. May require diapering, feeding and lifting.

Please check the areas you are willing to substitute in:

- | | |
|---|--|
| <input type="checkbox"/> Campus Clerk | <input type="checkbox"/> Childcare Worker |
| <input type="checkbox"/> Central Administration Clerk | <input type="checkbox"/> Childcare Assistant |
| <input type="checkbox"/> Library clerk / Library Assistant | <input type="checkbox"/> Computer Lab Assistant |
| <input type="checkbox"/> Guidance Secretary | <input type="checkbox"/> Security Guard (Hall Monitor) |
| <input type="checkbox"/> In School Suspension (ISS) Monitor | |
| <input type="checkbox"/> Teacher Assistant | |
| <input type="checkbox"/> Teacher Assistant – Bilingual Special Ed | |
| <input type="checkbox"/> Teacher Assistant – Special Ed | |
| <input type="checkbox"/> Teacher Assistant – Vocational | |

A teacher's assistant supports the implementation of the educational program under the direct supervision of the classroom teacher and support personnel. This assistance may include:

- ✓ Assisting with behavior management of the classroom
- ✓ Providing supervision of students involved in individual or group work as assigned
- ✓ Providing supervision of playgrounds, lunchrooms, buses, escorting students, etc.
- ✓ Assisting with routine matters such as attendance, lunch count, and other related tasks
- ✓ Assisting with materials and equipment
- ✓ Assisting with self-care needs such as feeding, toileting, lifting of students and other hygiene needs

Retired AISD classified employees must be trained in both SASI and IFAS to work in any of the positions below for an extended period of time.

- Central Administrative Secretary
- Campus Secretary (Working knowledge of school operations)
- Campus Attendance Specialist (SASI trained)
- Campus Accounting Tech (IFAS trained)
- HS Registrar (SASI trained)