

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

| |
|--------------------------------------|
| SUBSTITUTE - NONINSTRUCTIONAL |
|--------------------------------------|

**Positions include Substitute Environmental Services Technician,
Substitute Food Service Worker, Substitute School Health Professional,
Substitute Gatekeeper, and Substitute Clerical**

Required Qualifications:

- Must meet all employment requirements
- Ability to work independently with minimal supervision

Desired Qualifications:

- High school diploma or General Education Diploma (GED)

Performance Responsibilities:

- Adhere to Hernando County School Board Policies as well as site regulations
- Assume the full role of the absent employee
- Dress appropriately for daily position
- Perform other duties as assigned by the principal and/or designee
- Shall perform responsibilities as required by state statute House Bill 1473 regulations to provide site security:

All gates or other access points that restrict ingress to or egress from a school campus shall remain closed and locked when students are on campus. A gate or other campus access point may not be open or unlocked, regardless of whether it is during normal school hours, unless:

(I) Attended or actively staffed by a person when students are on campus.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Terms of Employment:

Daily basis; called as needed

“At will” employee – can be dismissed at the discretion of the Superintendent of Schools and/or designee

Salary:

Salary based upon approved salary schedule - Noninstructional Substitute

Job Code:

Varies depending on substitute assignment

Board Approved: 01/20/09

Revised: 05/17/11, 2/26/19, 9/24/24

Noninstructional Substitute