

District Substitute Coordinator

JOB TITLE: District Substitute Coordinator

Job Purpose Statement:

The job of “District Substitute-Coordinator” is done for the purpose of ensuring timely placement of substitutes district-wide in order to provide coverage for employee absences; managing a current and accurate database and calling/record system; cultivating excellent relationships with a wide variety of people, both internal and external to the district; informing Human Resources of any personnel issues or other concerns as appropriate.

Essential Job Functions:

- **Scheduling** substitutes as needed and requested for the purpose of providing coverage for employee absences
- **Providing** reports to track employee absences, hours worked and other related information
- **Maintaining** a database of active substitutes to be utilized in filling absences for staff and to keep schools apprised of substitute availability
- **Monitoring** consecutive substitute days worked and notifying Human Resources as appropriate for the purpose of ensuring the timely adjustment in substitute pay
- **Assisting** with identifying qualified substitutes for long term leave replacement assignments and assignments with specific needs request
- **Notifying** Human Resources of any substitute/personnel concerns
- **Assisting** with coordinating substitute orientation and distributing routine correspondence
- **Maintaining** a high level of confidentiality within all aspects of the position
- **Assisting** with working toward creative and positive solutions when substitute shortages occur

Other Job Functions:

- **Perform** other duties as assigned.

Job Requirements—Qualifications:

Experience Required: Some job-related experience

Skills to: operate telephone systems, computers and other standard office equipment including pertinent software applications such as Excel, MS Word, databases, etc.; communicate effectively with a variety of people, both verbally and in writing; organize, plan and manage complex schedules and timelines; use correct spelling, grammar and punctuation.

Knowledge of: related rules and regulations; record keeping procedures, report writing, and database systems.

Ability to: maintain confidentiality; understand and carry out verbal and written instructions; maintain effective and cooperative relationships with a variety of people from diverse backgrounds; read/interpret/apply pertinent policies, regulations and/or laws; make common sense decisions; maintain confidentiality; work accurately, with attention to detail and with minimal supervision; work under pressure and meet deadlines and schedules.

Significant physical abilities include sitting for long periods of time, talking/hearing conversations.

Education Required: High school diploma or equivalent.

Licenses, certifications, Bonding, and/or Testing Required:
Fingerprinting/criminal justice clearance