



Elmhurst CUSD 205

Substitute Coordinator

Department: York High School

Supervisor: Assistant Principal of Instruction

FLSA Status: Non-exempt

Position Type: PSRP

Category: B

Summary

Arrange and track all substitutes and coverage in the building; assist and support the administration by providing administrative services as needed; and assist with time-off transactions.

Essential Duties and Responsibilities

- Provide administrative support for the high school administration as needed in order to support the functions of the main office.
- Organize, procure and monitor all substitutes in the building; track and report period coverage by internal substitutes for pre-arranged and immediate absences. Generate a daily list/report for the main office/Administrative Assistant to the Principal.
- Ensure Skyward reporting matches internal substitutions.
- Coordinate and support logistics for substitutes in the building including lesson plans, or specific class instructions.
- Schedule substitutes for IEP/504 meetings.
- Assist with time-off transactions for the support staff.
- Communicate with substitutes on different day schedules pertaining to high school.
- Maintain office files and computer records with updated information, databases and related documents.
- Assist with schoolwide mailings and distribute incoming mail to the York Student Services Center.
- Perform other duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

This role requires an individual who consistently measures their work against high standards of excellence and adapts effectively to changing priorities. They synthesize diverse information, using data, experience, and sound judgment to guide decisions, while identifying and resolving problems in a timely and thoughtful manner. Clear communication is essential, both orally and in writing, with attention to accuracy, organization, grammar, and appropriate formatting. The individual demonstrates dependability through consistent attendance, punctuality, meeting deadlines, and taking responsibility for their actions, while managing time and workload



efficiently to produce high-quality work in a timely manner. They approach challenges with initiative and creativity, seek feedback, and engage in continuous learning to maintain strong job knowledge and effective use of required technology. Collaboration is central to their work, as they support team goals, and foster a positive and respectful environment that values diversity and cultural sensitivity. They address conflict calmly and objectively, act with integrity, adhere to policies, support organizational goals, and follow safety and security procedures. Professionalism is reflected in their appearance, conduct, and ethical decision-making, as well as in their ability to think strategically within the broader organizational context and adjust their approach as needed.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from Assistant Superintendent, Student Services Supervisors, staff, and parents/guardians.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Excel Spreadsheet software, Skyward Accounting Software, Google Latform, Phone Call Lists, Contact Management Systems, Student Information System, Microsoft Word Word Processing Software, and Skyward Payroll Systems.

Certificates, Licenses, Registrations

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to walk, climb, and balance. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.