MISSION:
Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

JOB SUMMARY:
This position will be responsible for coordinating all aspects of the substitute program and assisting with other Human Resource duties. Responsibilities will also include the maintenance and operation of the substitute management system and substitute teacher records for the district. Responsible for providing training sessions for substitutes and new employees.

QUALIFICATIONS:
- Valid Texas Educator Certification
- Bachelor’s Degree
- Master’s Degree, preferred
- Teaching Experience

Special Knowledge / Skills
- Effective interpersonal skills
- Excellent oral and written communication skills
- Ability to develop and deliver training to adult learners
- Ability to implement policy and procedures
- Ability to use personal computer and software to develop spreadsheets and databases and do word processing
- Strong communication, public relations and interpersonal skills

MAJOR RESPONSIBILITIES:
- Coordinate all aspects of the substitute teacher training program.
- Receive and process substitute applications and assist with screening and interviewing substitute applicants.
- Schedule and provide substitute orientations.
- Operate the automated substitute system, including data entry and generating reports, including substitute lists, absences reports, and utilization reports.
- Work cooperatively with campuses and departments on all aspects of the substitute system.
- Obtain and use evaluative findings from the substitute system to examine the effectiveness of the substitute training program and teacher absences.
- Provide development and training sessions for substitute teachers.
Monitor long-term substitute assignments and notify Director of Personnel and campus Principal when parent notification is required.

Update substitute handbook, including performing word processing.

Prepare, distribute, receive, and file substitute employee evaluation forms.

Maintain active and inactive substitute list and distribute to campus principals.

Maintain physical and computerized substitute records, including personnel files.

Prepare and submit information required for processing substitute employee payroll.

Work cooperatively with payroll and other HR staff to ensure accuracy of leave reports and substitute pay.

Maintain FTE documents.

Coordinates district employee recruiting activities.

Coordinates the administration of the district’s Leave of Absence, Family Medical Leave program.

Coordinates the hiring of paraprofessional and auxiliary district personnel.

Manages Personnel Services web site to include recruiting, staff resources, and HR related information.

Be adaptable and flexible in acceptance of changes in techniques and procedures.

Maintain a professional level of confidentiality regarding all district matters.

Uphold and adhere to safety rules.

Support the goals and objectives of the district and follow district policies.

Other duties as assigned.

EQUIPMENT USED:
Personal computer, fax machine, copier, printer, telephone, calculator.

MENTAL DEMANDS:
This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:
This position will require approximately 25% walking; 50% standing/sitting and 25% lifting; carrying up to 25 lbs; and stooping/bending.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY:_________________________________________ DATE:______________
(Director of Personnel Services)

APPROVED BY:__________________________________________ DATE:_____________
(Assistant Superintendent for Administrative Services)

Date Created: 7/17/2008 Date(s) Revised: 7/2019