

FAYETTE COUNTY PUBLIC SCHOOLS

Substitute Teacher Specialist II Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Human Resources Department	FLSA STATUS:	Non-Exempt
REPORTS TO:	Executive Director of Human Resources	WORK CALENDAR:	240 Days 8 Hr/Day
SALARY SCHEDULE:	Classified Salary Schedule	APPROVED (Board):	November 2004
PAY GRADE:	4080	REVISED:	Revised August 2025; November 2023; September 2023; May 2023; September 2022; June 2022; November 2018 February 2018

SUMMARY: Under the supervision of the Executive Director of Human Resources, through the Coordinator of Benefits, provides qualified substitutes on a daily or long-term basis. Trains substitutes per state standards.

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Maintain databases for the management of substitutes and employee leave
3. Coordinate acquisition of substitute teachers for all schools to ensure that each absence is filled with a qualified substitute
4. Problem solve with administrators, clerical staff and employees to fill vacancies on a daily basis
5. Monitor daily absences to ensure maximum fill rate
6. Export all leave data on a weekly basis to assure proper posting and payroll accuracy
7. Communicate with site administrators weekly regarding verification of data
8. Act as liaison between Executive Director of Human Resources, substitutes and site administrators.
9. Generate reports listing jobs and absences, overall analysis, statistics, etc.
10. Work with vendor to resolve computer errors
11. Interact with employees and substitutes who may have questions about substitute services
12. Provide technical assistance to substitutes to ensure access to necessary platforms
13. Maintain Substitute Services webpage providing information on application procedures, training manual, payroll schedule and user's guides
14. Process substitute applications to assure quality work force by vetting all candidates
15. Conduct onboarding sessions for all new substitutes
16. Assist the Employment Services Section of the Human Resources Department with related professional duties and responsibilities
17. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

Hold a high school diploma or state approved high school equivalent
Excellent problem-solving skills
Ability to handle and complete multiple tasks effectively
Proficiency in use of generally recognized computer applications
Excellent oral, written and interpersonal communication skills

PHYSICAL DEMANDS:

Routine physical activities associated with typical office setting. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Experience in an office setting
Experience working in a school setting, Human Resources, and/or Payroll
Experience supervising substitute teachers

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.