



REMOTE EMERGENCY SUBSTITUTE COORDINATOR

Human Resources

Lake Washington School District Resource Center

POSITION DESCRIPTION

Professional –Technical Level 10

SUMMARY

This position reports to the Director of Operations and Staffing in Human Resources and is responsible for supporting all of the emergency Staffing Life-cycle of substitutes in the District, including recruiting, hiring, onboarding, and supporting classified and certificated substitutes. This position will support administrators and office managers with substitute processes and procedures, as well as supporting our current staff with all absence/substitute concerns.

ESSENTIAL JOB FUNCTIONS:

- Manages the emergency substitute certification process for all candidates and our student teachers
- Supports emergency staffing protocols
- Data management of available district office staff to support building across the organization
- Support the Frontline/Absence Management System for classified and certificated substitutes
- Utilizes Recruit and Hire to evaluate and approve substitute applications
- Provides daily support to office managers and administrators in filling substitute positions
- Plans, develops, and implements the Substitute Program, including the handbook, onboarding plans, professional development plans, surveys.
- Maintains current substitute lists for classified and certificated
- Monitors and updates substitute teacher certificates
- Collaborates with office professionals regularly, including presentations and trainings
- Serves as point of contact for staff members regarding substitute questions/concerns
- Models appropriate behavior for staff and the public.
- Follows LWSD policies, procedures and protocols.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Ability to collaborate and team effectively with others to accomplish the work of the District.
- Keen understanding and modeling of good customer service.
- Strong organizational skills.
- Effective written and verbal communication skills.
- Ability to effectively use applicable software systems such as Frontline, Word, Excel and Outlook.
- Ability to work independently, in a timely and consistent manner with quality follow through.
- Ability to utilize critical and analytical thinking skills.
- Ability to multi-task, strategize and prioritize to ensure deadlines and requirements are met.
- Ability to collaborate and build relationships with others to successfully accomplish the work of the District
- Ability to exercise a high degree of confidentiality in all matters.
- Ability to develop systems to enhance and improve the delivery of services

PREFERRED EXPERIENCE & EDUCATION:

- Bachelor's degree or previous related experience.
- Prior experience in a public education setting is desired.
- Prior experience with managing on-line applications systems is preferred.
- Prior experience with Frontline Absence management software

WORKING ENVIRONMENT:

Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed indoors under minimal temperature changes and a generally hazard free environment. The usual and customary methods of performing the functions of this job require the following physical demands:

- Frequent reaching, handling, fingering and/or feeling
- Occasional lifting, carrying, pushing and/or pulling.
- Seldom climbing and balancing
- Seldom stooping, kneeling, crouching and/or crawling.

APPLICATION PROCEDURE**External and Internal Applicants:**

Submit an on-line Classified Application @ <http://www.lwsd.org/employment> and apply to this posting.

A letter of interest and resume are required in addition to the application materials, and should be uploaded to the application under the ATTACHMENTS page. You may attach up to three letters of recommendation if desired.

FINALISTS WILL BE CONTACTED FOR AN INTERVIEW**Immigration Reform and Control Act Requirement:**

All new employees are required by law to submit documentation to Human Resources proving eligibility to work in the USA by completing an employment eligibility form within three days of employment.

Applicant Disclosure Statement:

Pursuant to Chapter 486, Laws of 1987, all applicants must complete the disclosure form provided by Human Resources at the time of application.

Background Check on Recommended Candidate:

Human Resources will also make a reference check inquiry on recommended candidates. According to 1992 legislation ESHB 2518, all school employees with regularly scheduled unsupervised access to children are required to have a criminal background check, which includes fingerprints.

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Assistant Superintendent of Human Resources
16250 NE 74th Street
Redmond Washington, 98052
(425) 936-1266

LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE