



COORDINATOR, SUBSTITUTE STAFF

Rev. July 2025

Job No.: 3627

FLSA Status: Exempt

Reports to: Sr. Director, Support Services Staffing & Emp Relations

Pay Grade: 306

Dept./Campus: Human Resources

Term: 232 Days

PRIMARY PURPOSE:

To ensure the functions of the Substitute Program, and the Absence Management System meet and exceed the needs of the district and our clients consistently through daily execution and long-term process improvements.

ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on effecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

MAJOR RESPONSIBILITIES AND DUTIES

- Oversee daily operational needs related to Substitute Program, temporary staff, and related systems.
- Drive change and improvements for fill rates at all grade levels.
- Design and implement programs at a campus level to improve fill rates.
- Lead change and process improvement initiatives in Substitute Program and related systems.
- Provide support of the HR functions for Auxiliary and Support Services.
- Provide data and analysis in support of the Absence Reporting System.
- Use data analysis on a consistent basis to support effective decision making.
- Oversee daily operation, manage, and reconcile data imports for absence reporting system including updates and configurations.
- Partner with campuses to address service and system issues related to substitutes and temporary employee onboarding.
- Take initiative to problem solve through complex system issues and operational tasks.
- Collaborate effectively within the HR Department as well as cross-departmentally.
- Work with Sr. HR Director of Support Services to improve overall quality of departmental functions.
- Ensure bi-weekly payroll is processed in a timely and efficient manner and maintain records of substitute payroll.
- Support the criminal history screening process. Exercise discretion and ensure compliance with fingerprinting regulations, computerized criminal history (CCH) guidelines, and related data to comply with all audit regulations and district/state/federal laws and regulations, subscribe/unsubscribe as needed, send reports to TEA for Do Not Hire Registry (DNHR).
- Track certifications / licensures for substitutes and temporary staff to ensure they are up to date.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.



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- Make adjustments as necessary to update status in LISD systems. Ensure records are accurate, secure, and stored according to records retention guidelines.
- Work within the HR department to identify cross-training opportunities.
- Stay informed and connected to other districts regarding best practices and improvements.
- Develop, train, and cross-train staff.
- Oversee substitute related employee concerns, including but not limited to full investigations, cooperation with CPS and local authorities, and final determination of employment status.
- Support recruiting and hiring of substitutes.
- Provide training and support to all end users with Absence Management System.
- Coordinate and conduct training sessions for new substitutes.
- Seek out and develop training for existing substitutes and facilitate training sessions for new substitutes.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Oversee Substitute Program
- Substitute & Temp Records Specialists

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in human resources or related field. Relevant experience may be substituted for degree.
- 1-3 years' experience in human resources.
- 1-3 years in recruitment, onboarding, records/ office management.
- 1-3 years supervisory experience preferred.
- School administration or campus administration experience preferred.
- Experience with Substitutes preferred.
- Experience with ERP or payroll system administration preferred.

Knowledge/Skills/Abilities:

- Skill in word processing, spreadsheet, database, and file maintenance; organization; implementing communication and collaboration between and among various areas of the organization to enhance service delivery, program development, and customer satisfaction; researching and analyzing data and reports; and making oral and written presentations.
- Familiar with areas of Human Resources such as leave workers compensation, payroll, staffing, and compensation.
- Ability to communicate effectively; manage multiple priorities and projects; analyze, interpret, and manipulate data and convert to graphs and charts; use computer and application software; manage staff and budgets; implement policy and procedures; and interpret and present data.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to add, subtract, multiply, divide and to record, balance and check results for accuracy.
- Ability to work in fast-paced, multi-priority environment.
- Ability to handle difficult conversations and deescalate employees, staff, and parents.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse, occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain emotional control under stress.