



Pecos-Barstow-Toyah ***Independent School District***

Job Title: Substitute Coordinator/Business Clerk
Reports to: Principal
Dept./School: Assigned Campus

Exemption Status/Test: Nonexempt
Pay Grade: Clerical/Paraprofessional
Date Revised: 04.24.2026

Primary Purpose:

Under close supervision, the Substitute Coordinator/Business Clerk is responsible for managing all substitute personnel for the campus, ensuring classrooms and campus roles are staffed promptly to minimize instructional disruption. This position also oversees the full purchasing cycle for the campus in compliance with district policies and financial procedures.

Qualifications:

Education/Certification:

High school diploma or General Educational Development (GED) certificate

Special Knowledge/Skills:

Ability to multitask in a fast-paced environment
Working knowledge of systems like Frontline
Ability to make quick decisions under pressure
Proficient keyboarding skills
Effective organization, communication, problem solving, and interpersonal skills
Ability to understand and follow detailed written and verbal instructions

Experience:

One year clerical experience in office setting

General Responsibilities and Duties:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the District.
- Follow and support Board Policies in areas of related responsibility.
- Ensure District resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution.
- Model integrity, work ethic, and professionalism as a suitable example for PBT-ISD students.

Major Responsibilities and Duties:

Substitute Coordination

1. Manage and monitor all employee absences using the district's absence management system
2. Secure qualified substitute teachers for daily and long-term assignments
3. Develop and distribute daily coverage plans to ensure all classes are covered
4. Coordinate internal coverage when substitutes are unavailable
5. Communicate assignment details, expectations, and procedures to substitutes
6. Maintain accurate records of substitute assignments, absences, and performance
7. Address substitute concerns and report issues to administration

Payroll and Timekeeping Support

8. Verify substitute assignments for payroll processing
9. Assist with employee timekeeping and absence reconciliation
10. Coordinate with the district business and human resources offices as needed

Business/Financial Operations

11. Process purchase orders, requisitions, and invoices in accordance with district guidelines
12. Maintain accurate financial records and documentation
13. Manage campus activity funds, including deposits and account tracking
14. Reconcile accounts and assist with budget monitoring
15. Ensure compliance with district, state, and audit requirements

Clerical and Administrative Support

16. Provide general office support, including filing, data entry, and record maintenance
17. Assist with campus reports, audits, and documentation
18. Support front office operations as needed
19. Maintain confidentiality of all personnel and financial information

Other

20. Maintain confidentiality
21. Support campus operations during high-need times
22. Follow district substitute, leave, and purchasing protocols
23. Compile, maintain, and file all reports, records, and other documents as required.
24. Follow district safety protocols and emergency procedures.
25. Other duties as assigned

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used

- Multi-line phone system; standard office equipment including personal computer and peripherals

Posture

- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion

- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting

- Occasional light lifting and carrying (less than 15 pounds)

Environment

- May work prolonged or irregular hours

Mental Demands

- Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ Date: _____

Received by: _____ Date: _____