

**Job Title:** Substitute Coordinator**Wage/Hour Status:** Nonexempt**Reports to:** Asst. Superintendent of Human Resources**Pay Grade:** Para/Clerical 5**Dept./School:** Human Resources**Days:** 225 days/37.5 hours per week**Primary Purpose:**

Maintain and operate the substitute calling system and records for the district. Responsible for processing and maintaining all substitute records.

**Qualifications:****Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient keyboarding, word processing, and file maintenance skills

Effective communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets and databases and do word processing

**Experience:**

Three years clerical experience, preferably in a public education environment

**Major Responsibilities and Duties:****Substitute System Management**

1. Operate the automated substitute system, including data entry and generating reports, including substitute lists, absences reports, and utilization reports.
2. Provide training to all users of substitute system to ensure correct utilization.
3. Receive requests for substitutes from principals and other campus designees.
4. Call and schedule substitutes from office to ensure coverage of staff absences.\*
5. Maintain a daily substitute placement log.\*

**Employment**

6. Prepare and distribute substitute application packets.
7. Receive and process substitute applications and screen and interview substitute applicants.
8. Schedule and organize substitute orientations.
9. Monitor long-term substitute assignments and notify campus when parent notification is required.
10. Update substitute handbook, including performing word processing.

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

**Records, Reports, and Correspondence**

- 12. Maintain active and inactive substitute list and distribute to campus principals.
- 13. Maintain physical and computerized substitute records, including personnel files.
- 14. Prepare and send reasonable assurance and renewal letters to substitute employees.

**Other**

- 15. Prepare and submit information required for processing substitute employee payroll.
- 16. Work cooperatively with payroll and other HR staff to ensure accuracy of leave reports and substitute pay.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Personal computer, printer, copier, fax machine, and answering machine.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer and phone. Regular irregular hours (e.g., early morning).\*

\*Include these duties as required.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I agree to accept the responsibilities and duties of this position.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_