

Renton School District Job Description

Substitute Office Generalist

This job description is subject to change at any time at the sole discretion of the District and does not establish a contract for employment.

Reports to: Building/Department Administrator

Bargaining Unit: Renton Education Support Professionals (RESP)

Level: RESP 5

FLSA Status: Hourly, Non-exempt

Revised Date: 1/10/2022

Primary Purpose

The primary purpose of this position is to support the District in ensuring it can build and sustain a robust pool of substitute employees to fill daily and long-term substitute needs. Duties associated with this position include, responding to customer service inquiries from schools and substitutes, data entry and reconciliation, processing substitute pay, performing office functions and providing back up support to the Substitute Coordinator.

Minimum Qualifications

1. Associates Degree or Equivalent
2. Two years' experience in Human Resources/Employment
3. Demonstrated effective oral and written communication.
4. Demonstrated proficiency in the Microsoft Office suite.
5. Basic proficiency in Microsoft Excel (ability to track, sort, apply basic formulas to produce simple data reports).
6. Background check through Washington State Patrol, as required by RCW 43.43.830. Fees apply.

Preferred Qualifications

1. Experience in a K-12 Human Resources setting
2. Advanced proficiency in Microsoft Excel (pivot tables, VLOOKUP, advanced formulas to produce data reports)

Requirements within 60 days of Employment

1. Online workplace training
2. Specialized training as required by the specific position

Essential Functions

The list of essential functions in this job description is not exhaustive and may be supplemented as determined by an appropriate administrator and Human Resources.

1. Process substitute pay and employee time off submitted through the absence management system.
2. Review, enter and update employee information in the absence management system and Human Resources database.

3. Assist in the calling and assigning of daily substitute employees to fill daily absences not selected through the absence management system
4. Maintain data in the absence management system; process new substitute assignments; make modifications to existing assignments.
5. Track and enter approved changes in the absence management system to align with approved open, unallocated, or class composition authorization requests; reconcile substitute positions for HR position control.
6. Provide office support to the Human Resources department, including assisting in staffing the reception desk, screening calls, relaying messages, making copies, and filing.
7. Prepare and distribute Letters of Reasonable Assurance regarding continuation of employment.
8. Assist in preparation and mailing of annual Substitute Handbook and other printed material
9. Assist in scheduling and coordinating Substitute Orientations
10. Receive and process Substitute sign-in sheets, including verifying accuracy of absences/vacancies entered in substitute management system.
11. Process fingerprints for employees
12. Maintain regular attendance.
13. Establish and maintain effective working relationships with colleagues, students, parents and community members.
14. Comply with all Board policies, rules, procedures and collective bargaining agreements.
15. Other duties as assigned.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to learn and apply new skills.
2. Demonstrated skills in organization and time management.
3. Demonstrated knowledge of general clerical skills and use of appropriate technology and software.
4. Demonstrated ability to show flexibility and good judgment.
5. Demonstrated ability to interact positively and confidentially with individuals from diverse linguistic, cultural and ethnic backgrounds.
6. Demonstrated ability to maintain accurate records.
7. Demonstrated ability to evaluate multiple demands and assign priority for each in order maximize production and accuracy.
8. Demonstrated ability to use excellent written and oral communication and interpersonal skills to work effectively with others.
9. Demonstrated knowledge of payroll and human resource processes.
10. Ability to listen to questions/concerns expressed by employees and patrons, answer them if possible, and refer to the appropriate administrator/department if necessary.
11. Ability to maintain a positive attitude even in stressful situations.
12. Ability to work independently with a minimum of supervision.
13. Ability to work as a member of a team.

Working Conditions

The daily work is performed in an office setting. The usual and customary methods of performing the job functions require the following physical demands: visually concentrate on detail; occasional lifting, carrying, pushing, pulling and/or stooping; and significant fine motor dexterity. Generally, the job requires 80% sitting, 10% walking and 10% standing. The job is performed under a generally hazard free environment and job activities may vary.