

JOB DESCRIPTION

Title: Substitute Coordinator

Primary Function:
(Job Goal)

To provide the support services necessary to arrange for substitute employees.

Reports To:
(Accountability)

Assistant Superintendent for Human Resources

Supervisory Responsibilities: None

Qualifications:

- Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
- Previous office or school experience
- Highly advanced office skills including use of a PC computer, knowledge of using Word processing, spreadsheet and databases, including MS Office Documents: Word, Publisher, Excel, Power Point.
- Ability to type 60 wpm.
- Ability to learn and utilize new software programs as systems are upgraded.
- Ability to complete work tasks with little supervision
- Organizational skills necessary to maintain orderly and efficient work product.
- Ability to maintain confidentiality in matters relating to staff, students and administrators
- Ability to work with a variety of people in a highly diverse environment
- Flexibility a must
- Ability to meet deadlines with severe time constraints

Physical Requirements:

- Capable of using a telephone.
- Ability to follow oral and written directions.
- Capable of using a computer, including keyboarding, for relevant tasks.
- Requires long periods of being seated in front of a computer, reading a computer screen, entering information on a computer using a keyboard.

- Capable of understanding, speaking, reading and writing standard English.

**Performance
Responsibilities:**
(Essential Duties)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Perform basic secretarial tasks such as answering the telephone, taking messages, etc., in connection with responsibilities as the Substitute Coordinator.
- Maintain professional confidentiality in all areas of responsibility.
- Schedule substitute employees for work in the District.
- Provide data entry services and secretarial support for the substitute employee computerized system (currently “Aesop”), which includes but is not limited to
 - Continuously keeping new employees and substitutes up to date on the system;
 - Creating and maintaining the district calendar on the system;
 - Printing out and distributing Welcome Letters;
 - Field calls regarding the Aesop system;
 - Enter absences on behalf of employees when the absences occur mid-day;
 - Contact substitutes when Aesop has stopped calling;
 - Assure that new substitutes are trained.
- Provide data entry services, as needed, to keep employee information up to date on the district’s data systems, as it relates to substitute work required and/or performed..
- Assist with all procedures and data entry services related to arranging for and keeping records for substitutes who work for the District.
- Prepare and process staff attendance reports, and related payroll information records, if needed.
- Prepare reports regarding employee attendance, the use of substitute workers, etc., as assigned.
- Perform all job requirements with a professional cheerful attitude.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Assume other related duties and responsibilities that may be assigned.

Terms of Employment: Minimum 180 days

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Employee Signature Date

Supervisor Signature Date

Copy to Employee and Supervisor