

Position Title: **Sub-Coordinator**

Last Updated: June 2019

Reports To: HR Manager

Status: Permanent Full-time
10 month, non-exempt, hourly

Schedule: Monday through Friday, 7am – 4pm

Benefits: Full benefit eligibility

Summary Description: The Sub-Coordinator is responsible for securing all substitute teachers, to the best of his or her ability, for the Middle School, High School and occasionally the Elementary School.

Essential Functions:

- Excellent knowledge of the Ready-Sub system, the system used by FCS to monitor all substitutes that are available
- Be able to monitor Ready-Sub on a consistent basis knowing which teachers are needing substitutes and which substitutes are available
- Excellent communication skills both verbal and in writing
- Extremely flexible and open to unexpected and sudden needs for substitutes
- Being available and accessible in the mornings and evenings, via text message or email, should a teacher have to communicate an emergency
- Be able to access Ready-Sub remotely in order to secure a substitute
- Flexibility to include covering for teachers in a classroom when an emergency occurs or when a substitute is unable to be secured
- Ability to remain calm, composed and flexible within a busy and demanding environment
- Check references on new substitutes when approved
- Provide new hire paperwork and communicate to HR when a new substitute is approved
- Train all new substitutes on Ready-Sub and protocol for subbing
- Proactively work on ways to improve the effectiveness and efficiency of FCS's substitute process
- Be knowledgeable and current on school activities, programs, and events
- Have a professional and working relationship with all Principals and their Administrative Assistants
- Work with courtesy, tact and diplomacy in dealing with others, and the ability to work as part of a team
- Select appropriate channels for resolving concerns or problems as situations present themselves
- Attend all school staff meetings

Additional Responsibilities:

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith
- Acknowledge and understand Fellowship Christian School's Mission Statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
- Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- Report inappropriate behavior to School Administration in order to maintain a safe learning environment
- Make a constructive effort to protect all students from conduct detrimental to learning, health or safety
- Abide by and comply with all school policies and regulations
- Other duties as requested or assigned per Administration

Qualifications:

- High School diploma required, college degree preferred
- Training and experience that are considered relevant
- Knowledge of good telephone etiquette with the ability to deal tactfully and confidently with callers and visitors
- A courteous and pleasing personality
- Must be able to work intuitively and independently
- Strong organizational skills for multi-tasking and prioritizing responsibilities
- Demonstrated writing and oral communication skills
- Ability to establish and maintain satisfactory working relationships with other employees, students, parents and the general public
- Must work effectively with colleagues, faculty and students by practicing respect for deadlines, collaborative problem solving and honest communication
- Must possess sensitivity to confidential information and hold a high standard of integrity
- Solid working knowledge of Microsoft Office Suite, (Word, Excel, Power Point) Internet, knowledge of RenWeb a plus
- Must have the ability to work in a school environment by successfully passing the school mandated background check process
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required and as a condition of employment
- Must have a valid state driver's license

Physical Qualifications:

- Regularly required to listen, physically direct, and speak
- Position requiring mobility, including bending, lifting (up to 25 lbs.), pushing, walking
- Use of hands and fingers to manipulate office equipment, handle, or feel and reach with hands and arms
- Specific vision abilities required including close vision, distant vision, color vision and depth perception
- Must be capable of standing and/or sitting at a computer for extended periods of time, be capable of repetitive movements of wrists, hands and fingers
- Must be capable of occasionally carrying and moving small objects

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative position performing duties in a typical office setting and thus is exposed to minimal adverse working conditions

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.