

Oak Grove School District

JOB TITLE:           **SUBSTITUTE SERVICES SPECIALIST**

JOB DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide substitutes for certificated and designated classified personnel utilizing an automated substitute finder system; to perform related clerical and technical duties. Employees in this classification receive general to limited supervision within a framework of standard policies and procedures. This job class is responsible for ensuring that qualified substitutes are available and provided in a timely and efficient manner. This job class requires initiative, organizational skills, and the ability to work accurately and efficiently within the construct of stringent timelines.

TYPICAL DUTIES

- Creates and maintains substitute database for certificated and designated classified employees and substitutes.
- Monitors daily substitute assignments, utilizing a computerized substitute system; ensures integrity of data.
- Maintains fields of information in the computer; modifying them when necessary to meet call out requirements.
- Assists site administrators, employees and substitutes with operation problems.
- Acts as a resource person regarding District substitute services, responding to inquiries and providing necessary information as requested.
- Conducts subfinder training for substitutes, employees and administrators as required.
- Maintains and prepares reports according to District requirements.
- Establishes and maintains current files on available and approved substitutes.
- Interviews substitute candidates; explaining District policies and procedures.
- Verifies applicant's qualifications and eligibility requirements for employment.
- Performs a variety of clerical duties in support of Human Resources including filing, typing, recording data, and receiving calls and visitors to the department.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Knowledge of correct English usage, vocabulary, and grammar
- Knowledge of modern office procedures including proper telephone techniques and business correspondence
- Knowledge of the State Education Code pertaining to substitute hiring for certificated and classified personnel
- Skill to act with good judgement in a variety of situations requiring tact, diplomacy, poise and firmness
- Skill to learn and properly interpret District policies, rules, regulations, and procedures as applied to the hiring and use of substitute personnel

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MINIMUM QUALIFICATIONS (Continue)

- Skill to analyze situations and adopt an effective course of action
- Skill to understand and carry out complex instructions in an independent manner
- Skill to apply specific rules, laws, and policies to individual procedural situations; analyzing and adopting an appropriate course of action
- Skill to type at 45 words per minute from clear copy
- Skill to tactfully and effectively communicate in both oral and written form
- Skill to establish and maintain a variety of logs and records and prepare reports
- Skill to organize and prioritize work load to meet daily deadlines in a timely and effective manner
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties