

## **Substitute Coordinator**

### **Purpose Statement**

The job of Substitute Coordinator is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for providing information for screening and processing substitute applicants; dispatching substitutes and filling emergency requests for substitutes; maintaining substitute records; and providing training and orientation.

This job reports to the Assistant Superintendent Human Resources

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### **Essential Functions**

- Administers the employee leave program (e.g. approves and/or denies leave cases based on relevant medical information in accordance with the applicable federal and state employment laws -- FMLA, ADA, USERRA, Pregnancy Discrimination Act, etc.) for the purpose of managing and coordinating administrative aspects of cases and claims.
- Coordinates substitute process (e.g. long term substitutes, schedules orientation, training of substitute teachers, etc.) for the purpose of complying with all established guidelines.
- Dispatches substitutes for the purpose of providing coverage at school sites and for emergency requests for substitutes.
- Enrolls new substitute teachers (e.g. payroll, background checks, and ensure appropriate certification, etc.) for the purpose of providing information regarding district policies, automated computer system and processing timecards.
- Maintains automated substitute calling systems (e.g. enters and updates data, monitor performance of the system, update features of the system as needed, troubleshoot issues, and serves as primary contact person with vendor, etc.) for the purpose of ensuring accuracy of information.
- Maintains a variety of records/files (e.g. new substitute records, substitutes performance, budget numbers, etc.) for the purpose of providing an up-to-date reference and/or complying with all established guidelines.
- Participates in meetings, workshops and seminars, as assigned (e.g. State requirements for substitute certification, SmartFind software changes, substitute on-line training data, KRONOS system, summer school, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials (e.g. substitute payroll, documents information from sites regarding substitute/s, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Reconciles substitute payroll information (e.g. rate of pay, shifts, account code, etc.) for the purpose of ensuring accuracy of payroll records.
- Responds to same day/emergency requests for substitute teachers for the purpose of providing immediate and/or short notice classroom coverage.
- Responds to inquiries for the purpose of providing customer service and information to substitutes and staff.
- Supports credentialing process (e.g. determining eligibility, registration, recording and notification, etc.) for the purpose of complying with all mandated requirements.

- Trains new staff (e.g. new teachers on use of sub-system software and use of leave, trains new classified staff on use of the sub system software, etc.) for the purpose of providing information and guidance on using the substitute program.
- Troubleshoots the Substitute Online System for the purpose of ensuring access to the substitute system.
- Works closely with HR administrators and staff for the purpose of reviewing the status of cases/claims to develop strategies for resolution.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; office methods and practices; and pertinent software applications.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** Community college and/or vocational school degree with study in job-related area.

Equivalency

Required Testing

Continuing Educ./Training

Certificates

Clearances

Criminal Justice Fingerprint/Background  
Clearance

FLSA Status

Exempt

Approval Date

Salary Range