

WAUNAKEE COMMUNITY SCHOOL DISTRICT

SUBSTITUTE COORDINATOR

Job Description

QUALIFICATIONS

1. High school diploma (additional related training desirable, but not required).
2. Organizational skills, word processing skills, and proficiency in communication skills.
3. Ability to operate office machines such as computer, copier, and fax machine.
4. Knowledge of software currently used by the District.
5. Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Director of Human Resources

GENERAL RESPONSIBILITIES:

Perform all functions necessary to secure substitutes for district staff on a daily basis. Perform secretarial tasks necessary to accomplish objectives established by the Director of Human Resources. Adapt to a variety of responsibilities. Present a positive image in contacts with substitutes and staff members. Properly handle confidential matters relating to staff members, personnel records, and any other school-related issues.

ESSENTIAL FUNCTIONS:

1. Substitute Calling
 - a. Obtain substitutes for district staff and notify appropriate secretary of substitute assignments.
 - b. Record staff absences and substitute assignments.
 - c. Maintain substitute calendar.
 - d. Process substitute applications.
 - e. Maintain updated substitute lists.
 - f. Confirm DPI licenses and permits are on file and current for all substitute staff. Confirm substitutes are not on DPI certification or permit invalidation lists.
2. Answer telephone, take messages, screen calls, make appointments, and schedule meetings. Act as back-up for answering telephones for Administrative Assistant to Director of Human Resources.
3. Type correspondence related to staff member absences, substitute assignments, job postings, leave requests, etc.
4. Sort and distribute department mail.
5. Process criminal background checks on staff, substitutes and co-curricular coaches/advisors.

6. Assist with new staff orientation and organize substitute orientation and follow up with necessary new employee paperwork.
7. Process employment application requests.
8. Maintain all substitute files and staff member leave request files.
9. Maintain records for hepatitis B vaccinations and organize and set-up flu shot clinic. Follow-up with staff to confirm records are up-to-date and complete.
10. Confirm availability and maintain calendar of personal day requests.
11. Disseminate leave requests.
12. Update, print, and forward monthly absence reports to Payroll Specialist.
13. Order supplies.
14. Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

1. Perform additional responsibilities as assigned by the Director of Human Resources.
2. Promote a positive image of the District at all times.

Adopted: 12/11/95

Revised: 9/8/97
April 2002
October 2006

Waunakee Community School District