

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Substitute Caller/Secretary

QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician
2. High School graduation including courses in business English, mathematics, and computer applications.
3. Demonstrates ability to utilize word processing equipment as well as perform data entry.

REPORTS TO: Director of Business Affairs

JOB GOAL: To assist in the administration of the district's business affairs, operations, and the placement of substitute staff so as to provide the maximum educational services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Obtains, gathers, and organizes pertinent data for the Director of Operations and Director of Business Affairs.
2. Performs the usual office routine such as transcription, drafting correspondence of various types, filing, typing, and telephone calls for the Director of Operations and Director of Business Affairs.
3. Places, receives and routes all incoming calls.
4. Orders and maintains supplies.
5. Assists with ordering of custodian uniforms.
6. Set up employee physicals through Work Fitness when required.
7. Processes all student accident reports.
8. Processes all employee workers compensation claims.
9. Maintains OSHA log, and all OSHA reports.
10. Maintains current application files for substitute teachers, nurses, secretaries and aides and arranges for their placement as needed.
11. Maintains and processes substitute attendance reports for payroll.
12. Maintains and processes employee leave accounting system.
13. Begins the process for COBRA and FMLA for former employees or employees on leave.
14. Maintains proficiency in operation of computer software (including leave accounting, word processing, database, and spreadsheets), calculators, copiers, and facsimile machines.
15. Such other duties as directed by the Director of Business Affairs.

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TERMS OF EMPLOYMENT: Twelve-month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities)

5/3/05