

WATCHUNG BOROUGH SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: SUBSTITUTE COORDINATOR

REPORTS TO: School Business Administrator

QUALIFICATIONS: High School Diploma; Proficient in word processing, file maintenance skills; Effective communication and interpersonal skills; Ability to use computer and software to develop spreadsheets; Possesses the ability to work under limited supervision, frequent interruptions, frequent early morning hours; Competent in Frontline/Aesop applications; Available to work daily beginning at 5:00am.

JOB GOAL: Ensure the timely placement of certificated substitutes, maintain detailed records of substitute requirements, and provide clerical support as needed.

PERFORMANCE RESPONSIBILITIES:

1. Call and schedule substitutes to ensure coverage of teacher and staff absences.
2. Maintain a daily substitute placement log.
3. Receive requests for substitutes from principals and other campus designees.
4. Operate Frontline/Aesop, including data entry and generating reports, substitute lists, absence reports, and utilization reports.
5. Inform, train, and review processes with substitutes for filling out timesheets.
6. Submit approved timesheets to payroll for processing in a timely manner.
7. Prepare and maintain accurate records. Maintain active and inactive substitute lists and distribute them to campus principals/board office.
8. Maintain accurate substitute certification records and assist district substitutes with certificate application/renewal process.
9. Support district substitute recruitment efforts.

TERMS OF

EMPLOYMENT: Annual appointment as recommended by the Superintendent and approved by the Board of Education, stipend position.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certified staff.

APPROVED: July 22, 2021