

TITLE: DISTRICT OFFICE SUBSTITUTE COORDINATOR
QUALIFICATIONS: High school diploma or G.E.D.
Demonstrated interest in and aptitude for work to be performed
Organizational and public relations skills
REPORTS TO: Assistant Superintendent
JOB GOAL: To assist district and school administration by filling temporary teaching staff vacancies

JOB RELATED FUNCTIONS:

Directed activities shall include but are not limited to the following:

1. Handle substitute applications.
2. Work with principal supervisor to maintain list of trained substitutes.
3. Call substitutes and maintain daily record of teacher substitution.
4. Communicate substitute information with schools.
5. Verify substitute timesheets.
6. Maintain employee and district confidentiality.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects "employment at will." The employment period (work year) and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the Superintendent or his/her designee(s) and at all times shall be subject to the rules, regulations and policies of the District as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are in writing and made available to the employee at the building principal's office and the District Administration Office.

The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

EVALUATION:

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability.