



JOB DESCRIPTION: Substitute Coordinator

Accountability

The Substitute Coordinator reports to the Assistant Head for Faculty & Academic Affairs

Nature of the Position

The individual in this 180-day position coordinates all sub-coverage (planned and during acute needs) & training and provides daily substitute coverage as needed, throughout the Upper and Middle Schools.

Job Requirements

- General computer proficiency, plus demonstrated ability to master new related skills
- Excellent verbal and written communication skills
- Patience and adaptability in unexpected situations
- Ability to work as a supportive and effective member of a team
- Maintain a professional attitude in all manner of conduct with students, faculty, staff, and administration
- Communicate well with other personnel and faculty, sharing any issues of concern with the administration in a timely fashion
- Respond calmly and with good judgment in the rare event of a school emergency
- Maintain confidentiality of student and staff information
- Capable and confident in managing changing priorities within a large system

Performance Responsibilities

Tasks for this position include but are not limited to:

- Receiving requests for and coordinating a daily schedule for planned absences and acute staffing needs for faculty and ed techs at the upper and middle school; including early morning email/phone communication
- Providing daily confidential staff lists to designated administrators and staff with employee absences
- Utilizing software and digital platforms to access and post information appropriately, as well as utilizing Google Suite tools
- Greeting and directing substitutes to their classroom(s) and coordinating daily assignments needs and/or connecting to the TAMS Main Office
- Coordinating the movement of students (classes) to alternate locations on campus due to a staff change and/or providing substitute coverage

- Connecting with substitutes at the end of the school day to collect attendance, materials, badges, etc., and receive relevant reports; deliver reports to the appropriate office(s)
- Requesting and managing substitute plans (in coordination with administration) from all faculty members and ed techs at the start of each semester, and when staff member changes occur
- Working with the administration to update the Substitute Gold Book annually
- Working with the Human Resources office to support training for substitutes
- Handling requests for information, responding to routine inquiries
- Using and maintaining the primary student database (PowerSchool)
- Using and maintaining electronic and hard copy filing systems
- Utilizing schoolwide information systems, including email and intercom

Qualifications:

- Minimum of two years of college completed (bachelor's degree preferred)
- Prior teaching and/or substitute experience helpful
- Proof of active criminal history records check (CHRC) certificate

Work Schedule

- Hours: 7:00 to 3:00 (37.5 hours weekly), Monday through Friday (some flexibility with early morning remote hours)
- Schedule: School year (August/September through June)

Required Application Process

All those interested in applying must submit:

- School application form (available for download at www.thorntonacademy.org)
- Letter of interest
- Transcript of any college coursework
- List of three references with contact information

All materials should be submitted electronically to lisa.estabrook@thorntonacademy.org.

If electronic submission is not possible, materials may be mailed or delivered to:

Lisa Estabrook Thornton Academy 438 Main Street Saco, ME 04072

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