

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

SUBSTITUTE TEACHER CALLER

QUALIFICATIONS

Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Principal/Superintendent or Designee.

PERFORMANCE RESPONSIBILITIES

Essential duties and responsibilities include the duties and responsibilities as stated in the primary administrative assignment and as stated below. Other duties may be assigned.

1. Prepares and maintains a calendar for staff absences.
2. Prepares and maintains a list of substitute teachers.
3. Receives all call offs.
4. Makes phone calls to provide substitute coverage for teachers & secretaries.
5. Submits payroll for substitutes.
6. Runs reports as requested related to this position.
7. Performs other duties as requested by the Superintendent/Principal/Business Administrator or designee.

TERMS OF EMPLOYMENT

Ten month position.

EVALUATION

Performance of the job will be evaluated by Principal or Designee.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **October 28, 2010**
AMENDED: