

**27J SCHOOLS
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Sub Coordinator
Date Prepared or Last Modified: Decemberr 2020
Work Year: 260 days
Department: Human Resources
Reports To: Chief Human Resources Officer/HR Manager

SUMMARY: Recruit, interview, reference check and hire subs. Onboard subs into the HRS system. Coordinate certified and classified substitutes to fill vacancies. Orients subs to 27J. Develops and oversees sub policies and procedures. Trains users on the sub system. Conducts volunteer background checks; trains and supports users on the subs system; answers incoming calls; develops materials and works closely with front desk personnel for distribution; prepares and reviews for accuracy monthly payroll reports; tracks various types of leaves; maintains files and processes terminated/inactive substitute files.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 30% Manages and maintains the substitute system, including entering data; maintaining the database for teachers, administrators, classified employees and substitutes; works to continually keep information up-to-date for employee identifiers and interface between the payroll/finance system and the sub system; sets up jobs/substitutes for certified and classified staff; updates calendars and school information; administers sub discipline when required, and monitors absences to ensure adequate substitute coverage.
- D 20% Recruits, interviews, reference checks, background checks, trains and places new substitute employees. Verifies identity and onboards new substitutes into the HR/payroll and sub systems. Trains employees and substitutes on operating the sub system through presentations and printed material. Provides ongoing support to employees, substitutes, administrators and secretaries regarding the sub system.
- D 10% Acts as a liaison between teachers, principals, and substitutes in a variety of issues involving conflict resolution, problem subs, long-term jobs, and sub shortages.
- D 10% Develops reports, creates correspondence, maintains data, compiles information and prepares presentation information regarding attendance, substitute fill rates and various other material information.
- D 5% Maintains the sub computer system through updates from the software vendor. Manages the system for variable platforms that closer meet the needs of the district.
- M 5% Develops and administers substitute recognition program including sub appreciation. Tracks various types of leave district-wide, including temporary leave, building and district professional, association, and reimbursable leave. Produces reports and compiles statistics about the number of substitutes dispatched and other vital information.
- M 2% Conducts background checks for volunteers and subs.
- A 5% Develops instructional material for employees who access the sub system.
- M 5% ~~Completes application for STARS (senior volunteers) grant, if available. Tracks volunteer hours for tax reimbursement. Use raptor system.~~ Audits Sub Pay Reports, monthly payroll reports and coordinates with HR Compensation Specials changes for sub payroll. Monitors Sick Leave for Subs.
- M 5% Maintains files for substitutes.
- M 2% Creates identification badges each year for substitutes.
- M 1% Communicates with the Superintendent's office and administrators during emergency situations to ensure that accurate information can be communicated to the public.
- Ongoing 2% Performs other duties as assigned.

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent. Courses in personal computer operation/skills required.

EXPERIENCE: One to two years of experience in an office environment.

SKILLS, KNOWLEDGE, & EQUIPMENT: Excellent computer skills and database input required. Phone etiquette, tact, professionalism, interpersonal, strong communication, organizational, and problem solving skills. Ability to work collaboratively with department and school staff. Ability to make decisions quickly and work under stressful conditions.

~~SubFinder Software Frontline Absence Management/AESOP, and Microsoft Word and Excel required within two weeks after hire.~~

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CERTIFICATES, LICENSES, & REGISTRATIONS: None required.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. Acts as a resource for teachers, substitutes, and secretaries by providing instruction and support on the automated substitute system.

JUDGMENT AND DECISION MAKING: Work is assigned by the volume of absences requiring a substitute, the opening of schools and input of new employees into the system and high level of transition of employees from a substitute position to a permanent position. Requires problem solving, tact, professionalism, and judgment to creatively fill open positions due to a large number of absences and to negotiate substitute options with principals and secretaries. Work is guided by district and department policies and procedures and substitute system specifications. Decision making is independent on a day to day basis, dealing with crisis and solving the problem. Long-term collaboration with Human Resources Specialists, principals, and secretaries is necessary for continual strategic growth of the position and the software. Supervisor is occasionally involved in decision making.

DIVERSITY OF DUTIES: Duties require excellent communication, customer service, and telephone skills; independent thinking and interpretation of facts; computer and data entry skills; knowledge of district organization to direct and transfer callers and to provide information; and personal computer literacy to operate and troubleshoot the automated substitute system.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS: While performing the duties of this job, the employee is regularly required sit; use hands to finger, handle, or feel; talk; and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to coordinate, synthesize, and compile. Occasionally required to compare, analyze, copy, instruct, compute, evaluate, and negotiate.