

Job Code 01KK
Range I
August 2016

DISTRICT SUBSTITUTE COORDINATOR

QUALIFICATIONS

A. REQUIRED

- Associate's degree or two years of college coursework in business, human resources or equivalent. Three years of progressive administrative or human resources support work may substitute for the degree
- One year of work experience in administrative support positions, including progressive human resources experience
- Demonstrated knowledge of word processing, database and spreadsheet applications

B. DESIRED

- Previous experience working in a school setting
- Bilingual/Spanish speaking
- Knowledge of employment laws

SUMMARY

Oversees the placement of certified and classified/support staff substitutes for the District; maintains the District's automated substitute management system; performs responsible human resources functions of a confidential, varied and moderately complex nature.

Reports to: Human Resources Manager

ESSENTIAL FUNCTIONS

- Maintains the District's automated substitute management system including day to day maintenance, data entry and preparation of reports as needed.
- Receives and screens all (certified and classified) substitute applications, notifies substitute applicant of status of application and determines suitability for employment.
- Conducts reference checks on substitutes being considered for employment.
- Processes all substitute documentation, background checks, tax withholding forms, employment verification processes such as the I-9 and E-Verify and all other new hire related paperwork.
- Prepares files of recommended candidates for hire in the District.
- Monitors and tracks substitute teacher certificates and fingerprint clearance and notifies if nearing expiration.
- Assists with identifying substitutes for long-term placement and assignments with specific needs.
- Provides guidance to building principals and department managers concerning substitute employment and placement.
- Develops and maintains strong partnerships with schools and departments for a broad range of issues regarding substitute employment.
- Prepares materials, organizes, and conducts substitute orientation and training.

ESSENTIAL FUNCTIONS (continued):

- Prepares and updates substitute handbook and assists with general Human Resources correspondence including annual notice of reasonable assurance.
- Reviews and monitors all substitute evaluations and forwards to the Human Resources Manager as appropriate.
- Compiles, prepares and processes administrative reports (including Board agenda items) regarding employment actions.
- Attends job fairs and prepares recruitment materials as needed.
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century.
- Performs related duties as required.

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to occasionally lift up to 20 pounds
- Ability to multi-task in an office setting
- Ability to calculate
- Ability to evaluate written materials
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to read and clearly communicate orally and in writing
- Ability to understand and carry out complicated written and oral instructions
- Ability to apply strong statistical and analytical skills for documents and data
- Ability to meet deadlines
- Ability to communicate with district personnel at all levels
- Ability to work alone and as part of a team
- Ability to answer difficult client questions
- Ability to perform tasks requiring manual dexterity