



Substitute Coordinator
Revised 6/5/2024

Job Duties:

- Upon receiving notification of absence, inform director and begin process
- Determine (with directors assistance) if a substitute teacher or para is necessary in each individual situation
- Locate substitute as quickly as possible when substitute is deemed necessary
- Keep in mind the compatibility of teacher/para and classroom
- Ensure that absent employee fills out a PTO slip online or hard copy asap
- Keep all information current on the calendar for comparison and tracking purposes

Compensation:

Stipend: \$500 (calculated on an average/per minute rate)