

SUBSTITUTE EMPLOYEE COORDINATOR

Grade 13

Purpose Statement

The job of Substitute Employee Coordinator is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for providing information for screening and processing substitute applicants; dispatching substitutes; filling emergency requests for substitutes; maintaining substitute records; and providing training and orientation.

This job reports to Assistant Superintendent of Human Resources or Designee

Essential Functions

- Coordinates substitute process (e.g., long-term substitutes, schedules orientation, etc.) for the purpose of complying with all established guidelines.
- Assists in monitoring and maintaining the electronic employee absence management system daily (e.g., assisting sites in obtaining substitute employee coverage, assisting with payroll for absence and time management systems, etc.) for the purpose of ensuring all needs are met daily and that payroll is processed accordingly.
- Coordinates substitute employment process (e.g., job descriptions, advertisements, application processing, screening criteria, etc.) for the purpose of meeting district classified staffing requirements while complying with established guidelines.
- Dispatches substitutes for the purpose of providing coverage at school sites and for emergency requests for substitutes.
- Enrolls new substitutes (e.g., payroll, background checks, etc.) for the purpose of providing information regarding district policies, automated computer system, and processing time records.
- Maintains a variety of records, files, and systems (e.g., new substitute records, substitutes performance, budget numbers, automated substitute calling system, etc.) for the purpose of providing an up-to-date reference, ensuring the functionality of messaging systems, and complying with all established guidelines.
- Participates in meetings as assigned (e.g., unit meetings, in-services, workshops, etc.) for the purpose of conveying and gathering information required to perform functions.
- Prepares a variety of information, data and reports as necessary (e.g., substitute payroll, documents information from sites regarding substitutes, verification of employment, EDD claims, TB Notifications, reports, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Reconciles substitute payroll information (e.g., rate of pay, shifts, account code, etc.) for the purpose of ensuring accuracy of payroll records.
- Responds to same-day or emergency requests for substitutes for the purpose of providing immediate and short notice classroom and/or site coverage.

- Provides support to employees and substitutes using the absence and time management system for the purpose of ensuring employees and substitutes are able to record their time in an accurate and timely manner.
- Responds to inquires (e.g., need for substitutes, employment opportunities, pay discrepancies, etc.) for the purpose of providing customer service and information to substitutes and staff.
- Coordinates credentialing and/or certification process (e.g., determining eligibility, registration, recording, notification, etc.) for the purpose of complying with all mandated requirements.
- Trains personnel (e.g., new substitute dispatchers, substitutes, new employees, etc.) for the purpose of providing information and guidance in the substitute program.
- Troubleshoots the substitute online system for the purpose of ensuring access to the substitute system.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; office methods and practices; and pertinent software applications.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education (Minimum): Targeted, job related education with study in job-related area.

Equivalency: Extensive work-related experience with increasing levels of responsibility.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.