

Job Description

Job Title: **Lead Substitute System Coordinator**
 Job Family: **Human Resources/Payroll**
 Pay Program: **Classified**
 Prepared/Revised Date: **June 16, 2008**

Job Code: **070601**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 24**
 Typical Work Year: **12 months**

SUMMARY: Responsible for all aspects of the substitute teacher program. Manage the Substitute application and ensure the information contained in the application is entered efficiently and accurately, answer questions regarding substitute's files and/or jobs, run queries and reports, and act as a liaison between HR, IT, the application vendor, and cooperating Districts. Analyze with the vendor to make appropriate changes and implement new processes to positively impact fill rate and achieve optimal efficiency. Provide training to the school office staff and cooperating Districts when processes are impacted.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage the Substitute Application System. Ensure the information contained in the substitute application is entered efficiently and accurately. Analyze with the vendor to make appropriate changes and implement new processes to correctly impact fill rate and achieve efficiency. Run reports and analyze data. Troubleshoot system issues with the vendor and IT. Make changes to parameters and update calendars on Smart Find Express. Interact with other departments (e.g., Recruiting, Payroll, Schools, and Student Services) on program interface and changes needed to enhance performance. Coordinate all changes and enhancements with the cooperating Districts and provide instruction and help as needed. Attends PeopleSoft meetings.	D	23%
2. Post job openings, recruit substitutes, screen applicants, conduct interviews with applicants selected to substitute teach, check references, hire and conduct orientation for all new hires.	M	12%
3. Process and enter data for all new substitute teacher hires in HRIS and Smart Find Express. Prepare and process rehire paperwork for District retirees and former teachers who are interested in substitute teaching, and enter rehire data in HRIS and Smart Find Express. Complete and process termination paperwork, enter terminations in HRIS and Smart Find Express for substitute teachers. Process new hire paperwork and conduct orientation for student interns and Boettcher fellows. Present Substitute information at Certified orientations.	D	12%
4. Provides back-up to Substitute System Coordinator to process all teacher class coverage and supplemental time reports and enter data in Smart Find Express. Verifies the data entry and enter updates in HRIS and Smart Find Express systems, address and phone number changes, school blocks, license renewals, pay rate changes, and other pertinent data for substitute teachers.	M	10%
5. Provide leadership for the Substitute Office. Provide direction, training and guidance, oversee data entry, ensure accuracy of data, answer questions and concerns from within and out of the department.	D	8%
6. Review jobs on the Smart Find Express system and make changes as needed (type of leave, re-open jobs, etc.). Manually call substitutes as needed to fill jobs.	D	8%
7. Reconcile staff development and DTEA charges for District 12 teachers and school vacancies.	M	6%
8. Process payroll for all substitute teachers, student interns, and university partnerships. Coordinate with IT on Smart Find/PeopleSoft interface.	W	5%
9. Gathers and analyzes data provided from substitute climate surveys and feedback forms. Makes changes and/or recommendations based upon the results.	M	5%
10. Verify weekly report of substitutes in long-term assignments, process highly qualified applications, substitute performance evaluations for substitutes, and update and provide schools with the list of highly qualified substitutes.	W	4%

11. Coordinate the Substitute Appreciation Breakfast for all Adams School District substitutes (Districts 1, 12, and 14).	A	3%
12. Perform other job-related duties as assigned, including, but not limited to, creating and maintaining a web page for substitutes, training, assist with front desk coverage, etc.	Ongoing	4%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of 18 years of age.
- Bachelor’s degree preferred.
- Technical experience in Human Resources Information Systems applications desirable.
- Minimum of 4 years general clerical experience.
- Minimum of 2 years experience working with data base systems.
- Minimum of 1 year substitute services experience.
- Must successfully complete the current district training for supervision of Classified Staff within one year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Presentation skills.
- Strong customer service and public relations skills.
- Critical thinking and problem solving skills.
- Strong delegation and leadership skills.
- Project management skills.
- Strong knowledge and understanding of substitute calling system.
- Knowledge of basic bookkeeping principles.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent Policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of PeopleSoft and substitute calling systems required within one month of entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Recruiting Manager	061127

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Substitute System Coordinator	1	1311

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for managing monies required to run a project or activity.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	