



## Job Description

Job Title:	<b>Substitute System Coordinator</b>	Job Code:	<b>1311</b>
Job Family:	<b>Human Resources/Payroll</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified</b>	Pay Range:	<b>G 22</b>
Prepared/Revised Date:	<b>October 9, 2007</b>	Typical Work Year:	<b>12 months</b>

**SUMMARY:** Responsible for all aspects of the substitute teacher program, including hiring and processing of Boettcher Fellows and student interns. Reconcile and recover monthly charges to the District sub account for substitutes hired for staff development leave and vacant positions by the schools in the Adams 12 Five Star School District. Process all teacher class coverage and supplemental time reports, and enter data into Smart Find Express. Maintain and assess needs of substitute reporting system for Districts 1, 12 and 14.

**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. 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.	D	37%
2. Post job opening, recruit substitutes, screen applications, conduct phone interviews with applicants selected to substitute teach, check references, hire and conduct orientation for all new hires.	D	25%
3. Enter data for student interns, UCD teachers, Boettcher Fellows, Outdoor Education hires and all temporary licensed personnel in HRIS.	D	5%
4. 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.	D	5%
5. Process all teacher class coverage and supplemental time reports and enter data in Smart Find Express.	D	5%
6. Process payroll for all substitute teachers, student interns, Boettcher Fellows.	M	5%
7. Reconcile staff development and DTEA charges for District 12 teachers and school vacancies.	M	5%
8. Prepare orientation packets for substitute orientations and substitute information packets for certified staff orientations. Present substitute information at certified orientations. Coordinate and schedule yearly orientation for all Adams School District substitutes (Districts 1, 12, and 14).	A	5%
9. Review jobs daily on the Smart Find Express system for Districts 1, 12 and 14, and make changes as needed (type of leave, re-open jobs, etc.). Maintain and assess needs of substitute reporting system and work with vendor for changes. Make changes to parameters and update calendars on Smart Find Express. Work with District 12's IT department on program interface and changes needed to enhance performance.	D	2%
10. Prepare 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.	D	2%
11. Perform other job-related duties as assigned, including, but not limited, to creating and maintain a web page for substitutes with upcoming events, updates, trainings, etc.	Ongoing	4%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of 4 years general clerical experience.
- Minimum of 2 years experience working with data base systems.
- Associate’s degree or two-year college certificate preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Presentation skills.
- Customer service and public relations skills.
- Problem solving skills.
- Strong knowledge and understanding of substitute calling systems required within one month of entering position.
- 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 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:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Recruiting Manager	061127

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- This job has no budgetary responsibilities.

**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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>VISION DEMANDS:</b>	<b>Required</b>
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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	