

Job Description

Job Title: **Substitute System Specialist**
 Job Family: **Human Resources/Payroll**
 Pay Program: **Classified**
 Prepared/Revised Date: **March 2016**

Job Code: **070601**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 23**
 Typical Work Year: **12 months**

SUMMARY: Responsible for management of the Substitute Management System (SMS), including the technical and functional aspects, to ensure the district maintains a high absence fill rate. Provide customer service to all stakeholders, including administrators, office managers and substitute staff by receiving and responding to questions and requests regarding information and processes in the SMS system. Responsible for troubleshooting daily operations of the SMS system; entering various types of absences; tracking leaves; assisting school staff with creating, cancelling, and editing employee absences.

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 SMS system, including the technical and functional aspects, to ensure the district maintains a high absence fill rate. Provide customer service to all levels of staff, including administrators, office managers, and substitute staff by receiving and responding to questions and requests regarding information and processes in the HRMS and SMS systems. Responsible for troubleshooting daily operations of the SMS; entering various types of absences; tracking leaves; assisting school staff with creating, cancelling, and editing employee absences.	D	70%
2. Assist the employment specialists with substitute services related duties including but not limited to: compiling and inputting employee data in the SMS system; creating, running, and analyzing report data; assist with the payroll processing duties for substitute employees, and the recruitment and hiring duties for all substitute employees.	D	15%
3. Conduct weekly substitute orientation break-out session. Develop and update all substitute services forms and orientation materials including the substitute handbook and newsletter.	W	7%
4. Responsible for the 6-month inactivity report; the letter of assurance project, and other substitute services related duties or projects.	Y	5%
5. Perform other job-related duties as assigned.	Ongoing	3%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Bachelor’s degree preferred.
- Minimum of 3 years general clerical experience, preferably in human resources or substitute services.

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.
- 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 keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- 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 district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Employment Manager	061127

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	None		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

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	