

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: SUBSTITUTE COORDINATOR/SECRETARY

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide substitute certificated personnel for the District and to perform related secretarial duties as assigned. Employees in this classification receive general supervision from within a framework of standard policies and procedures. This job classification is responsible for ensuring that qualified substitutes are available and provided in a timely and efficient manner. This job class requires initiative and the ability to work efficiently under strict time constraints, as well as effective communication skills.

SUPERVISOR: Director of Human Resources

TYPICAL DUTIES

Performs complex secretarial work related to maintaining and processing current and new substitute employee information.

Acts as a resource regarding District's substitute services; responds to inquiries and provides necessary information as required.

Coordinates assignment of certificated substitutes to identified job, providing all pertinent information necessary.

Notifies appropriate school personnel of daily absences by fax prior to 7:00 a.m.

Establishes and maintains current database and files on available and approved substitute teachers.

Records hours worked by substitutes and tallies monthly totals for payroll purposes.

Receives requests for certificated substitutes by computer and/or telephone.

Tallies monthly, semester and annual substitute hours per school; prepares related report(s).

Reviews and updates computerized information on teachers and updates substitute pool list.

Creates a school calendar using the automated system every school year.

Assists with substitute teacher coverage by manually placing calls out to substitutes as needed.

Monitors active jobs for unexpected cancellations and late absence reports and keeps secretaries informed of any changes.

Monitors long-term assignments, making sure that the long-term assignments do not exceed the maximum time limit allowed by law.

Enters data for extra periods as reported daily, weekly or biweekly by site secretaries.

Works closely with personnel from different programs to verify budget account numbers used to pay substitutes.

Develops, publishes and distributes quarterly newsletter to staff members, administrators and substitutes.

Provides information on requirements necessary to become a substitute.

Receives and reviews application packets from new substitutes and provides orientation.

Enters data in TSSI/ESchool Solutions automated system and on Quintessential School Systems (QSS) Human Resources/Payroll system.

Monitors tuberculin tests and credential expiration dates.

Sends out reasonable assurance letters.

Prepares/processes job separation reports, including unemployment benefit audit reports.

Assists employees and substitutes with systems operations problems for purpose of ensuring proper use of the system.

Reviews teacher schedules annually and updates database to ensure proper coverage.

Performs other secretarial work, particularly during summer months.

Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

Correct English usage, vocabulary, grammar and punctuation

Modern office techniques, including proper telephone techniques and etiquette

Proper customer relations methods and techniques

Ability to:

Understand and carry out complex instructions in an independent manner

Analyze situations and adopt effective courses of action

Learn and interpret rules, laws and policies

Establish and maintain a variety of logs and records

Interact positively with persons of different age groups and cultural backgrounds

Physical abilities include:

- reaching, handling, fingering
- talking/hearing conversations
- visual acuity
- sitting for prolonged periods.

Understand and carry out both oral and written instructions independently

Schedule and prioritize job flow efficiently

Perform basic arithmetic computations, including adding, subtraction, multiplication and division

Quickly identify problem areas or situations, isolate problem causes and take appropriate action to resolve problems identified

Type accurately at a rate required for successful job performance

Communicate effectively in both oral and written forms

Establish and maintain effective working relationships with those contacted in the performance of required duties

Type accurately at a rate required for successful job performance.

Perform related duties as required

MINIMUM QUALIFICATIONS

Possession of a valid Class 3 California driver's license.