

Job Title:	Substitute Coordinator	Wage/Hour Status:	Hourly
Reports to:	Director Personnel and Recruiting	Pay Grade:	308
Dept./School:	Human Resources	Date Revised:	August 22, 2023

Primary Purpose

Responsible for management and oversight of the district automated substitute management system.

Qualifications

Education/Certification

High School Diploma/GED

Special Knowledge/Skills

- Passing score on District clerical SET test
- Excellent organization, communication, public relations, presentation, and interpersonal skills
- Knowledge of computers and software applications
- Strong analytical and problem-solving skills
- Knowledge of current District automated substitute management system

Experience

Four (4) years related experience

Major Responsibilities and Duties

1. Hire and separate substitute employees.
2. Operate the automated substitute system, including data entry, generating accurate reports, including substitute lists, absence reports, and utilization reports.
3. Provide guidance to all substitute system users to ensure correct utilization.
4. Input data into the district database for salary, beginning and ending hire dates, and degree levels of substitute teachers.
5. Receive, screen, and process substitute applications.
6. Maintain physical and digital substitute records including personnel files.
7. Prepare Letters of Reasonable Assurance and other renewal documents to substitute employees and ensure substitutes e-sign documents in a timely manner; assist with other correspondence to substitutes as needed.
8. Perform background checks and ensure criminal history checks are completed on all substitutes hired.
9. Assist with the district's recruiting program throughout the year.
10. Work independently with minimum supervision and guidance.
11. Collaborate with Information Technology staff regarding the automated system and software.
12. Maintain and ensure confidentiality of information.
13. Organize and manage related activities.
14. Oversee maintenance and align the automated system with new and revised District policies.
15. Create, maintain, and update the District Substitute Handbook.
16. Compile, maintain, file, and distribute data, reports, records, and other documents, as required.
17. Cross-train staff to serve as backup.
18. Respond to routine inquiries from staff, substitutes, and the public.
19. Stay abreast of and comply with District policies concerning primary job functions.
20. Work cooperatively with campuses, site administrators, and District employees.
21. Provide quality customer service in the performance duties.
22. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computer, printer, fax machine, copier

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.