

Job Title: Substitute Specialist

Wage/Hour Status: Nonexempt

Reports to: Executive Directors of Human Resources

Pay Grade: 5

Dept./School: Human Resources/Education Center

Date Revised: 07/01/08

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.

Primary Purpose:

Maintain and operate the substitute calling system and records for the district. Responsible for processing and maintaining all substitute records.

Qualifications:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Skilled in computer usage; knowledge of Microsoft Office Products preferred

Proficient keyboarding, word processing and file maintenance skills

Effective communication, and interpersonal skills

Ability to work cooperatively with district staff and public in general

Winocular/Ventures Systems & Region 10 Personnel/Payroll

Experience:

One year of clerical/data entry experience

Such alternatives to the above qualifications as the administration may find appropriate and acceptable

Major Responsibilities and Duties:

1. Operate the automated Automated Employee Substitute Placement System (AESOP) including data entry and generating reports, including substitute lists absence reports, and utilization reports weekly. Work directly with AESOP software help desk personnel to resolve system operating problems as they occur.
2. Provide training to all users of substitute system to ensure correct utilization.
3. Prepare substitute induction packets and schedule and complete induction of all substitutes new to the district.
4. Screen online substitute applications, and maintain personnel files of active and inactive substitutes.
5. Process first inquiries and national inquiries through TSSP (Texas Safe School Project) on all substitutes, teachers and paraprofessionals. Forward results to appropriate director for review; daily batching and alpha distribution of list.
6. Provide backup for administrative clerk/data entry.
7. Prepare all status forms on substitute teachers for computer/payroll input.

8. Prepare professional employee status change forms upon administrator approval.
9. Create and distribute substitute newsletter semi-annually.
10. Process all status changes to ensure data accuracy between Region 10 and AESOP.
11. Update substitute handbook, including word processing and printing requests.
12. Prepare and send reasonable assurance and renewal letters to substitute employees.
13. Arrange/plan a substitute appreciation program/reception.
14. Create/maintain an up-to-date AESOP Help Desk Information Notebook.
15. Conduct daily communications with campus office staff concerning substitutes.
16. Assist substitutes and staff with job and absence questions.
17. Update substitute handbook, including word processing and printing requests
18. Input substitute teacher information into AESOP and other systems as needed.
19. Take all necessary and reasonable precautions to protect equipment, materials, and facilities.
20. Demonstrate behavior that is professional, ethical, and responsible.
21. Be prompt in attendance to assigned duties. Maintain good attendance, when absent comply with notification procedures.
22. Assume responsibility for compiling, maintaining, and filing all reports and records for substitutes.
23. Maintain confidentiality of information.
24. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Multi-line phone system, personal computer, AESOP system, printer, scanner, fax machine, shredder and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions; prolonged use of computer and phone. May require moderate lifting, carrying, standing, stooping and bending; exposure to duplicating inks and toner.

Approved by _____ Date _____

Reviewed by _____ Date _____