

SUBFINDER COORDINATOR

Reports to:	Assistant Superintendent Human Resources
Classification:	Classified
FLSA Status:	Exempt
Terms of Employment:	12 months according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The SubFinder Coordinator will perform the duties necessary for the accurate accounting of absences for district employees; the placement of substitutes for professional and support staff, and reconciliation of budget codes ensuring proper expenditure of district funds and State and Federal programs utilizing substitute employees. Responsible for coordinating substitute staff ing needs and concerns with building teachers, substitutes, secretaries and building principals, with the best possible outcome for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
- Maintains regular attendance.
- Receives and records information for employee absences.
- Places substitutes for professional and support staff as needed.
- Prepares and distributes a report of employee absences and a record of substitutes assigned as requested.
- Recruitment/hiring and discipline (in consultation with Assistant Superintendent of Human Resources) of substitute teachers and temporary support staff personnel.
- Answers questions and interprets policies relating to employment of substitute personnel.
- Provides follow-up with schools and substitute employees pertaining to substitute matters.
- Updates and maintains current records of substitute employees.
- Through the application of the district's SubFinder System: follow procedures for maintaining and processing employee substitute records.
- Reviews, verifies, and if required, modifies budget coding for proper expenditure of substitute employees on the prescribed Employee Time Record and routes to Payroll Department for processing.
- Assists with the processing and budgeting of district professional development activities.
- Responsible for acquiring certifications for substitutes.
- Responsible for the criminal background checks for substitutes.
- Responsible for complying with all federal and state standards related to substitute staff employment (E-Verify/I-9s, etc.)
- Responsible for the orientation program of substitutes.

SUPERVISORY RESPONSIBILITIES:

Supervise substitutes.

QUALIFICATIONS AND REQUIREMENTS:

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.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or equivalent is required.
- Working knowledge of employment law as it applies to substitutes, preferred.

COMMUNICATION SKILLS:

- Ability to write routine reports and correspondence.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District.
- Proficiency in record-keeping skills and ability to transcribe from recorded data.
- Ability to provide information and assistance to school personnel and others with courtesy and patience.
- Dependability and good judgment.
- Computer literacy with skills in WordPerfect, Spreadsheet software, Substitute Finder and Pentamation.
- Familiarity with budgeting and accounting procedures.
- Skill in oral communication, interpersonal relations as applied to public contact.
- Knowledge of procedures and practices established for the school buildings.
- Ability to utilize automated substitute placement system.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with all district requirements and School Board Policies.
- Ability to promote harmonious working relationships with staff and outside business representatives.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions, While performing the duties of this job, the employee may frequently lift and/or move up to 50 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to

adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

SubFinder Coordinator

Revised: ~~SY 2004-2005~~

Revised:-SY 2010-2011