

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	SUBSTITUTE PLACEMENT COORDINATOR	2.3.7
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing duties related to the administration of an automated substitute management system to place the most highly qualified substitutes in the classroom and other assignments. To provide training and technical support to substitute callers, building staff and substitutable employees on the employee absence management system processes and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.
upon completion.

Exercises technical and functional supervision over substitute placement specialist(s) and assigned clerical personnel.

CLASS CHARACTERISTICS

This is the advanced journey level of the substitute placement series. Positions in this class perform the most technically advanced tasks associated with substitute placement, document preparation and administrative support. The class is distinguished from the lower level class by the more technical, complex and non-routine nature of the procedures worked with and by the greater discretion to make decisions and determine a course of action based on established rules, policies, procedures and past practices. Responsible for assigning and coordinating the work of substitute placement specialists and other assigned clerical staff.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Assigning and reviewing the work of all substitute placement specialists.

Managing automated substitute placement system. Receiving requests and manually assigning licensed and classified substitutes for hard to fill assignments; preparing daily list of substitute activities.

Notifying supervisor when the demand for substitutes may exceed the available supply and, in consultation with user groups, developing and carrying out an action plan.

Salem-Keizer Public Schools
Substitute Placement Coordinator (continued)

Maintaining automated system configuration and operations, including yearly changes to classifications, locations, calendars, etc.

Exporting information from automated system for payroll errors and working closely with payroll supervisor for corrections.

Compiling and preparing payroll documents for substitutes; calculating per diem rates for long-term substitutes.

Providing training on automated system to substitute placement specialists and cross training to assigned clerical staff.

Conducting orientations for substitutes and building staff on employee substitute absence and management system and procedures.

Responding to questions from substitutes and staff regarding substitute policies and procedures.

Consulting with building staff and substitute placement specialists on non-routine or technical matters and provides guidance in resolving unusual situations.

Providing daily assistance to school/department staff and substitutes. Responding to questions from substitutes and staff regarding substitute policies and procedures.

Updating and monitoring substitute files; verifies employment and time worked.

Generating and monitoring an evaluation system for substitute teachers.

Researching pay issues and making time and absence corrections as necessary.

Coordinating and conducting substitute orientations; updating substitute handbooks and related forms to prepare orientation materials.

Updating and maintaining Smartfind Express district webpage.

Providing technical assistance on special projects as assigned.

Preparing and maintaining files and records related to area of assignment.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of record keeping

Salem-Keizer Public Schools
Substitute Placement Coordinator (continued)

District automated substitute placement and payroll systems

Principles and practices of business letter writing

Modern office practices, procedures and computer equipment

Basic mathematics

Ability to:

Provide technical and functional supervision to assigned personnel

Learn district policies and procedures related to substitute employment

Analyze situations and develop solutions and alternatives

Prepare correspondence and reports as necessary

Establish and maintain effective working relationships with those contacted in the course of work

Maintain a flexible work schedule that may necessitate overtime during periods of high demand or special projects

Work efficiently and effectively in an office setting characterized by frequent interruptions and heavy volume of work

Work effectively in a team environment

Multi-task with the ability to adapt quickly to changing situations while working under deadlines

Communicate clearly and concisely, both orally and in writing

Operate a computer with integrated financial system access and related peripheral equipment and software

Communicate clearly and concisely, both orally and in writing

Travel to district sites for inservices/meetings.

Provide excellent customer service

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Salem-Keizer Public Schools
Substitute Placement Coordinator (continued)

Experience:

Two years of responsible record keeping experience operating an automated substitute calling system in a large school district and at least one year of experience as a lead worker.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in business, education or a related field is desirable.

Work Environment:

Climate controlled office setting. Exposure to minimal noise intensity levels.

Very high level of contact with district staff and substitutes. Minimal level of contact with agencies/community.

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 20 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Substitute Placement Coordinator

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____