

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	<b>SUBSTITUTE PLACEMENT SPECIALIST</b>	2.3.5
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 substitute 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.

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

Monitoring automated substitute placement system. Receiving requests and manually assigning licensed and classified substitutes for long-term, vacant, and hard to fill assignments; preparing daily list of substitute activities.

Operating, troubleshooting, updating and maintaining automated system including data entry and generating reports

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

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

Providing training to users of the automated substitute management system

Updating substitute files; verifying employment and time worked.

Performing reference checks for prospective substitutes.

Generating and monitoring an evaluation system for substitutes.

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

Coordinating and conducting substitute inservices; updating substitute handbooks.

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Providing technical assistance on special projects as assigned.

Preparing and maintaining paper and electronic files and records

Performing back-up duties as necessary.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

District automated substitute placement and payroll systems

Principles and practices of record keeping

Principles and practices of business letter writing

Modern office practices, procedures and computer equipment

Basic mathematics

**Ability to:**

Learn district policies and procedures related to substitute employment

Analyze situations and develop solutions and alternatives

Prepare correspondence and reports as necessary

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

Work effectively in a team environment

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

Multi-task with the ability to adapt quickly to changing situations

Communicate clearly and concisely, both orally and in writing

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

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

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Travel to district sites for inservices and 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:

**Experience:**

Two years of responsible record keeping experience.

**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 Specialist

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_