

MANAGER - SUBSTITUTE SERVICES

Purpose Statement

The job of Manager - Substitute Services was established for the purpose/s of providing information for screening and processing substitute applicants; dispatching substitutes and filling emergency requests for substitutes; maintaining substitute records; and providing training and orientation as needed.

This job reports to Executive Director of Human Resources

Essential Functions

- Assigns SODA's to work sites, as needed, for the purpose of providing coverage for emergency vacancies at various school-sites and district facilities.
- Attends meetings (e.g. workshops, trainings, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with other district departments (e.g. Personnel, Community Relations, Curriculum & Instruction, Organizational Development, etc.) for the purpose of anticipating and improving the coverage of absences in school buildings and other district facilities.
- Coordinates substitute resources for the purpose of providing quality replacements in the absence of certified and classified district personnel.
- Develops various activities for substitute personnel (e.g. trainings for classified and certified subs, workshops, etc.) for the purpose of implementing professional development opportunities to increase knowledge, skills and quality of available substitute pool.
- Maintains manual and electronic files, records, and databases (e.g. substitute files, including SODA's, AESOP databases and website, subtracker, etc.) for the purpose of providing accurate information, and tracking data and substitute payments in compliance with district policies and procedures, and local, state and federal regulations.
- Monitors assigned budget (e.g. expenditures, manual and electronic data and documentation, etc.) for the purpose of maintaining compliance with financial and legal requirements.
- Prepares written materials (e.g. feedback data from sites regarding substitutes, reports, memos, letters, workshop and orientation materials, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to inquiries for the purpose of providing customer service and information to substitutes and staff.
- Supervises substitute personnel (e.g. recruiting, reviewing applications, hiring, recommendations, site observations and evaluations, remediations, terminations, etc.) for the purpose of building and maintaining a qualified and efficient substitute pool that meets the needs of the district.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; office methods and practices; and pertinent software applications.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working independently; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Substitute Certification within 90 days of hire

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

8/1/2011

Salary Grade

Exempt 63X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____