

Sub Finder Secretary

Purpose Statement

The job of Sub Finder Secretary is done for the purpose/s of screening and processing substitute applicants; providing orientation and assistance in training new substitutes, dispatching substitutes and filling emergency requests; and supporting Human Resources department functions by processing announcements for job openings and creating employee ID badges.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Director - Human Resources

Essential Functions

- Coordinates interviewing, qualifying and orienting of substitutes for the purpose of ensuring adequate staffing.
- Dispatches substitutes for the purpose of providing coverage at school sites and for emergency requests for substitutes.
- Enrolls new substitute teachers (e.g. payroll, background checks, etc.) for the purpose of providing information regarding district policies, automated computer system and processing timecards.
- Maintains automated substitute calling systems (e.g. enters and updates data, etc.) for the purpose of ensuring accuracy of information.
- Maintains substitute employment and performance records for the purpose of providing an up-to-date reference and/or complying with all federal/state/district regulations.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes a variety of materials (e.g. job posting uploads to web, advertising requests, requests for ID badges, etc.) for the purpose of disseminating items and/or information in compliance with established guidelines.
- Responds to inquires for the purpose of providing information to substitutes, potential substitutes and district staff.
- Secures substitutes for the purpose of ensuring adequate staffing.

Other Functions

- Participates in meetings, workshops and seminars, as assigned for the purpose of conveying and/or gathering information required to perform 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 tasks using existing skills. 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 understand complex, multi-step written and oral instructions. 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 number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; 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; and working with detailed information/data. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt