



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Substitute and Leave Coordinator

F.L.S.A. Exempt

REPORTS TO: Assistant Superintendent
Human Resources

TERMS OF EMPLOYMENT: Specialized Classified Schedule
(261 days) with benefits provided
according to the classified agreement.

QUALIFICATIONS:

- Intermediate skills in using office technology
- Strong interpersonal skills
- Ability to communicate effectively both orally and in writing
- Good organizational skills
- Ability to identify problems and work independently toward resolution
- Proactive approach to managing substitute and leave issues

ESSENTIAL JOB FUNCTIONS:

1. Provide information about substitute teaching in the district through the district web site, telephone, or personal inquiries.
2. Monitor employee absences and process leave approvals.
3. Appropriately apply district leave policies, respond to inquiries regarding leave, and manage leave forms.
4. Work closely with human resource administrators on employee leave issues or questions.
5. Manage electronic substitute management system, monitor performance of the system, update features of the system as needed, troubleshoot issues, and serve as primary contact person with vendor.
6. Train substitutes and staff on the use of the substitute management system and district leave policies.

7. Arrange substitute orientation sessions and coordinate details with appropriate staff.
8. Process substitute applications, maintain associated paperwork and files, and ensure appropriate certification for all substitutes.
9. Maintain up to date records in substitute management system, including staff, substitutes, codes, and information.
10. Maintain record of candidates for long term and other substitute opportunities. Facilitate the hiring of substitutes for long term or other substitute opportunities by coordinating interviews, sharing information about possible candidates, and maintaining records of expertise.
11. Review upcoming substitute jobs for accuracy. Adjust, enter, or cancel jobs in the substitute management system as needed. Troubleshoot and resolve issues related to obtaining substitutes in a proactive manner.
12. Manage substitute performance issues, consulting with appropriate human resources administrator when needed.
13. Reconcile and track substitute attendance and employee absences on a daily basis. Ensure accurate reporting to Payroll for substitutes and employees.
14. Update and revise substitute teacher handbook, application packet, and forms. Distribute substitute materials and information through mailings and district web site to new and returning substitutes.
15. Produce periodic reports or data on staff absences and substitute jobs.

OTHER JOB RESPONSIBILITIES:

1. Attend meetings and participate in training as required.
2. Maintain confidentiality.
3. Recommend new efficiency improvements or technology enhancements.
4. Work on special projects or other duties as assigned to support the work of Human Resources or the district.