



Sequoia Union High School District

Job Description

JOB TITLE:	Substitute Teacher Staffing Technician
REPORTS TO:	Assistant Superintendent, Human Resources
CLASSIFICATION:	Classified
SALARY SCHEDULE:	14.0
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	District
BOARD APPROVAL:	11/05/97

DEFINITION

Under general supervision, to perform responsible specialized clerical and technical duties in the recruitment, employment, assignment, and coordination of the District's certificated substitutes; to establish, maintain and process substitute personnel records, reports and transactions; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Under general supervision, incumbents perform a variety of clerical/technical duties related to providing and coordinating the district's substitute teachers, requiring the ability to perform complex tasks with a high degree of independent judgment and the application of various laws, regulations, policies and requirements. This class is distinguished from the Personnel Technician and Personnel Office Assistant classes by its specialization in substitute teacher staffing.

EXAMPLES OF DUTIES

- Coordinates and implements the recruitment and employment process for certified substitute teachers; recruits, interviews, verifies qualifications of, hires, and orients substitutes;
- Receives, interprets, and documents requests for substitutes; contacts and assigns appropriate personnel;
- Establishes, monitors and updates a variety of complex personnel records and files related to substitute staff;
- Processes a variety of personnel transactions and documents pertaining to substitute staff;

- coordinates processing with other personnel staff and/or departments as appropriate;
- Serves as liaison and primary reference regarding substitute staffing to district employees and outside parties; applies laws, regulations, policies, procedures, and requirements to answer questions and resolve or refer problems or issues; receives and acts accordingly upon information of a technical and/or confidential nature;
- Compiles information and prepares a variety of routine and complex reports, lists, logs, records, and forms; prepares and sends correspondence and employee notifications; updates resource materials;
- Provides information and assistance to current and prospective substitute personnel regarding certification and recertification requirements and procedures; prepares or assists in document preparation; monitors and expedites document flow;
- Operates a variety of office equipment and performs data entry, filing, typing, computerized report generation, and related clerical tasks in support of assigned functions.

QUALIFICATIONS

Knowledge of:

Applicable laws, codes, regulations and policies.

Personnel office functions and services.

Practices, procedures, terminology and methods pertaining to area(s) of assignment.

General clerical office practices and procedures, including operation of common office equipment and computer hardware and software.

Skill in:

Assessing candidates for suitability to substitute teach.

Communicating clearly, courteously and effectively with a diverse staff and public.

Organizing and prioritizing a large volume of work.

Processing a variety of personnel transactions with accuracy and timeliness, while maintaining the security and confidentiality of information.

Establishing, preparing and maintaining complex forms, records, summaries and reports.

Gathering, reviewing and evaluating data and information for compliance with established procedures and controls.

Working independently and using sound judgment within the framework of policies, procedures and guidelines.

Operating standard office equipment including computers and adding machines with speed and accuracy.

Making accurate arithmetical calculations.

Clearly and correctly writing, reading and speaking in English.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to graduation from high school, and two years of responsible clerical and technical personnel office work.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to sit or otherwise remain stationary at work post for long periods of time.
- Physical ability to reach, bend and grasp in order to file and retrieve materials.

OTHER REQUIREMENTS