

JOB DESCRIPTION

TITLE HUMAN RESOURCES SPECIALIST, SUBSTITUTES

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associates degree or equivalent from two-year college or technical school; or one to two years related experience and/or training; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities for this position. Basic computer skills required (e.g., ability to use e-mail).
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 40 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Coordinator, Staffing and Retention

GENERAL RESPONSIBILITIES

1. Maintains automated substitute system.
2. Provides orientation to district employees and potential substitutes on use of the automated substitute system.

SPECIFIC RESPONSIBILITIES

1. Maintains automated substitute system by updating files regarding substitutes, employees, sites, positions, etc.
2. Assists schools in filling daily absences by placing calls to find available substitutes.
3. Prepares substitute paperwork for data entry.
4. Prepares and runs substitute reports for the schools and administration.
5. Trains substitutes on the use of the automated substitute system by presenting information during substitute orientations.
6. Updates district's automated substitute manual, substitute pamphlets and handouts.
7. Prepares and mails all correspondence and certificates to substitutes.
8. Responds to substitute related inquiries.
9. Performs other duties as assigned.