

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: SUBSTITUTE COORDINATOR
CALENDAR: [SUBSTITUTE COORDINATOR](#)
SALARY: [GRADE 13](#)

Job Goal:

Provide clerical services in obtaining substitute teachers so classrooms are appropriately staffed with no disruption in the educational program; to perform clerical work as assigned.

Minimum Qualifications:

- High School diploma or equivalent
- Ability to communicate effectively
- Ability to maintain appropriate records
- Ability to type accurately at an appropriate rate of speed
- Ability to operate standard business machines, including computer terminal
- Strong human relations skills
- Knowledge of and adheres to all policies, regulations and rules

Core Job Functions:

- Performs a wide variety of clerical work including typing, filing, record keeping, preparing reports
- Coordinates assignments of substitute teachers from an approved list
- Maintains records of all employee absences including sick leave, vacation and comp time
- Screens applications for substitutes, verifies past employment and credentials and maintains substitute list
- Receives information pertaining to daily absence of employees and notifies sites
- Inputs and updates information into computer
- Computes amounts of sick leave, vacation, and comp time and provides employees with information
- Answers phones and provides appropriate information
- Maintains a variety of files and records
- Prepares and summarizes a variety of reports (usage, absences, evaluations, etc.)
- Processes a variety of forms and handles correspondence as needed
- Performs related duties as requested
- Performs all duties in a safe and prudent manner as directed

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job

- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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.