

SUBSTITUTE CLERK

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES: Under the supervision of the Assistant Superintendent, Personnel, performs a variety of clerical duties involved in contacting and assigning substitute teachers for absent certificated and classified staff; and other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Assists in operation and maintenance of automated sub-calling system
- Receives and logs requests from schools and departments for certificated and classified substitute employees
- Arranges for day-to-day or long term replacements through the system or manually, as necessary
- Arranges placement for anticipated absences for school business, personal leave days and related matters
- Serves as on-call system “help desk” at designated early morning / evening times
- Processes new substitutes and maintains files and records on substitute employees; prepares and maintains lists and records of substitute employees; prepares and maintains lists and records of substitute teachers, staff, clerical and instructional aides; maintains records regarding the evaluations of substitute employees
- Assigns student teachers to designated Master Teachers throughout the District
- Assists in the development of forms, worksheets and record keeping systems for the collection, dissemination and maintenance of substitute information
- Operates a variety of office machines, including typewriters, copiers, adding machines and computer terminals
- Processes year-end reports from substitute calling system
- Performs a variety of clerical duties, as assigned

KNOWLEDGE OF:

- Modern office procedures, methods and equipment, including computer equipment and applicable software applications
- Techniques used in phone etiquette and public relations
- English usage, spelling, vocabulary, grammar and punctuation
- Principles and procedures of record keeping
- Basic mathematical principles

SKILL AND ABILITY TO:

- Operate modern office equipment, including computer equipment and telephone systems
- Type at 35 words per minute
- Perform responsible clerical work with accuracy and speed, with frequent interruptions
- Respond to requests and inquiries for information regarding District policies and procedures
- Work independently in the absence of supervision
- Plan and organize work to meet schedules and deadlines for scheduling substitutes
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing

- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work

WORKING CONDITIONS:

- Office and Home Office Environment
- Constant Interruptions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard-
- Hear, understand and speak with clarity at normal levels
- See and read notes, memos, and other printed information
- Write legibly
- Lift and carry twenty five (25) pounds
- Reach in all directions
- Sit and stand for extended periods of time
- Bending at the waist, kneeling or crouching.

EDUCATION AND EXPERIENCE:

- Equivalent to completion of the twelfth grade
- Two years of responsible clerical experience

WORK YEAR:

The work year is the days school is in session, plus 20 days to be mutually agreed upon by the employee and the Assistant Superintendent, Personnel, plus paid holidays, plus paid vacation

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.