

FREMONT SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: SUBSTITUTE COORDINATOR

CONTRACT TYPE: This position is in addition to one's regular school day responsibilities. Administrative stipend is \$1,500.00 for the school year.

GENERAL DESCRIPTION: The Substitute Coordinator arranges substitutes for student supervisory teaching and para-educator positions. Candidates will be interviewed by the school administration. The Substitute Coordinator will be appointed for a one-year term and assessed by the school administration during this term. This position will require early morning and late evening responsibilities.

QUALIFICATIONS:

1. District employee
2. Knowledge of school programs and events
3. Strong communication skills
4. Good organizational skills
5. Ability to work cooperatively with school staff and administration
6. Ability to work cooperatively with temporary school staff

REPORTS TO: School Principal

PERFORMANCE RESPONSIBILITIES:

1. Receive notification from teachers and para-educators that will not be in school.
2. Arrange substitutes for student supervisory teaching and para-educator positions.
3. Record calls made to substitutes to determine active/inactive status and to provide documentation for wrongful unemployment claims.
4. Interview potential substitutes.
5. Approve substitutes for school and district lists.
6. Notify school principal and district of need for more substitutes.
7. Notify school principal and district of issues with substitutes.
8. Orient substitutes to the school.
9. Distribute handbook and daily materials to the substitutes.
10. Develop school substitute manual.
11. Work with district office on revising district substitute manual.
12. Issue substitute identification badges.
13. Other responsibilities associated with this position.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

- | | |
|---------------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Frequently required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Occasionally required |
| 4. Lift over 50 lbs.: | Not required |
| 5. Carry up to 10 lbs: | Frequently required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Occasionally required |
| 8. Carry over 50 lbs: | Rarely required |
| 9. Reach above shoulder height: | Occasionally required |

- 10. Reach at shoulder height: Occasionally required
- 11. Reach below shoulder height: Occasionally required
- 12. Push/Pull: Rarely required

Hand Manipulation:

- 1. Grasping: Occasionally required
- 2. Handling: Occasionally required
- 3. Torquing: Occasionally required
- 4. Fingering: Frequently required
- 5. Controls and Equipment: Computer, telephone, copy and FAX machines

Other Physical Consideration:

- 1. Twisting: Rarely required
- 2. Bending: Rarely required
- 3. Crawling: Rarely required
- 4. Squatting: Rarely required
- 5. Kneeling: Rarely required
- 6. Crouching: Rarely required
- 7. Climbing: Rarely required
- 8. Balancing: Rarely required

Work Surface(s):

Varies: carpeting, linoleum, tile, etc.

During the Work Day, Employee is Required to:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- 1. Talking: Necessary for communicating with others.
- 2. Hearing: Necessary for receiving instructions and queries.
- 3. Sight: Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

Specific Vocational Preparation Requirements:

- 1. Short demonstration only _____
- 2. Any beyond short demonstration up to and including 30 days _____
- 3. 30-90 days _____
- 4. 91-180 days _____
- 5. 181 days to 1 year _____
- 6. 1 to 2 years _____
- 7. 2 to 4 years _____
- 8. 4 to 10 years _____ X
- 9. Over 10 years _____

Other Training, Skills and Experience Requirements:

Computer skills, knowledge of computer networks, knowledge of computer hardware and software, knowledge of curriculum and grant-writing skills.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit, stand, and walk as needed.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.