

### Substitute Employment Technician

#### Purpose Statement

The job of Substitute Employment Technician is done for the purpose of providing a wide variety of highly complex and confidential duties in coordinating the District recruitment and placement of substitutes for certificated and special education paraprofessional employees; providing support to assigned administrator; conveying information and providing training regarding substitute functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Assigned Supervisor

#### Essential Functions

- Administers support functions (e.g. implementing required communication, etc.) for the purpose of supporting the Director in ensuring the accuracy of routine detail that pertains to substitute employee placement as assigned.
- Assists with staffing and assignments of classified and certificated substitutes for the purpose of maintaining education in the absence of regular employee(s).
- Communicates with a variety of District staff for the purpose of securing information needed to schedule positions in the substitute system.
- Conducts daily office processes (e.g. preparing e-mails, making telephone calls, receiving and screening mail, composing replies, filing, typing and performing other clerical duties, etc.) for the purpose of ensuring optimal office operation.
- Conducts onboarding interviews and meetings for the purpose of ensuring that appropriate credentials and/or qualifications for the position are maintained.
- Contacts staff for the purpose of completing appropriate personnel records for activation in the substitute system.
- Creates all weekly classified Substitute Schedule processes for the purpose of ensuring optimal weekly substitute scheduling.
- Manages a variety of computer processes for the purpose of ensuring accurate and efficient use of the Substitute computer system.
- Monitors electronic HR files for the purpose of ensuring historical documentation.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information.
- Supports assigned administrative personnel (e.g. department director/s, site administrators, office managers, employees, etc.) for the purpose of providing assistance and communication.
- Updates the system for the purpose of maintaining accuracy of all substitute and employee information.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; planning and managing projects; analyzing data; applying assessment instruments; classifying data and/or information; customer service; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: District recruitment policies, procedures and terminology; Substitute System methods, techniques and terminologies; business telephone etiquette; codes/laws/rules/regulations/policies; grammar, spelling and punctuation; practices of personnel administration; and recordkeeping and record retention practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting District standards of profession attitude as outlined; preparing, maintaining, and distributing recruitment, evaluation materials and data; assisting with analysis, application and verification data; working independently, confidently with discretion with little direction; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Three years of secretarial experience at the level of Department Secretary II.

**Education (Minimum):** High school diploma or equivalent. College level coursework in office management or secretarial studies is preferred.

**Required Testing**

None Required

**Certificates and Licenses**

None Required

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Salary Grade**

Range 22

**Revised Date**