

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES, COORDINATOR OF SUBSTITUTE SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, organize and perform varied and complex clerical administrative functions as it pertains to substitute needs of the Substitute Consortium.

DISTINGUISHING CHARACTERISTICS:

This position oversees the North County Coastal Substitute Consortium (NCCSC), a five school district partnership participating in one substitute pool. The Consortium Coordinator performs specific duties related to the functions of the Human Resources Department with frequent collaboration with the other school districts in the consortium and their Payroll Departments.

REPRESENTATIVE DUTIES:

- Under supervision, manage the operations of the Consortium and serve as an administrative resource to multiple districts and their respective school sites.
- Operate an automated sub-finder system, locate substitute staff as assigned by the position, identify location and hours required and inform substitutes as needed.
- Prepare and update reports, files, and records for efficient use of substitute pool.
- Continuously monitor substitute activity and undertake efforts to fill consortium-wide substitute levels, needs and availability.
- Assist with the onboarding process of new certificated and classified substitute employees; prepare pre-employment documents and conduct new employee orientations.
- Ensure certificated personnel and substitutes hold valid and appropriate credentials for their assignment and are paid at the appropriate level; advise administrators of misassignments and salary placements.
- Proactively undertake recruiting and marketing outreach efforts throughout the community and the county to keep adequate substitute levels.
- Publish announcements for vacant positions; assist in screening applications to determine whether candidates meet minimum qualifications.
- Establish and maintain contact and good relationships with college and university career services offices and personnel.
- Direct outreach to potential candidates, such as established educators formerly in the teaching profession, students who are pursuing teaching credentials, and other qualified candidates.
- Under supervision, design and monitor consortium website; ensure website has accurate, timely information.
- Maintain on-going, regular communication with the districts within the Consortium, including regular updates of their respective substitute fill rates.
- Follow established credentialing and reporting guidelines and protocols for certificated and classified substitutes.
- Maintain records of credentials, college units and other course credit earned by employees as needed.

- Track credential and TB test expiration dates and notify substitutes of renewal requirements.
- Collaborate with payroll department as needed to ensure billing and payroll deductions are accurate.
- Assist the payroll department as needed to maintain substitute attendance records.
- Assist Assistant Superintendent, Human Resources and Human Resources Specialist on special projects as requested.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Common office clerical terminology, skills, and practices.
- Record keeping techniques, filing and information management systems
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of State Education Code and other applicable laws.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Pertinent computer software programs such as Microsoft Office

ABILITY TO:

- Assist in the administration and coordination of the NCCSC in accordance with rules, regulations, policies and procedures pertaining to district employment and credentialing, in compliance with State Education Code and other applicable laws.
- Prepare, maintain, verify and process personnel records.
- Effectively plan, organize, prioritize and complete multiple tasks within reasonable time limits.
- Work independently with minimal direct supervision.
- Maintain filing systems, which contain confidential or sensitive information.
- Communicate effectively both orally and in writing.
- Perform duties effectively with frequent interruptions.
- Maintain accurate records and prepare reports.
- Understand and follow accurately oral and written directions.
- Operate a variety of office equipment including a computer terminal.
- Establish and maintain cooperative, effective working relationships with the public and NCCSC staff.
- Read, understand and explain technical policies and material related to personnel.
- Be well organized and detail oriented.
- Work confidentially and use appropriate discretion in disseminating information.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to graduation from high school and three years increasingly responsible clerical or secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Frequent interruptions
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials.
- Sitting for extended periods of time.
- Rarely lifting items up to twenty-five pounds

TERMS OF EMPLOYMENT:

Twelve month work year; Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 26.