

## HR: Substitute Coordinator/Technology Assistant

<b><u>Reports to:</u></b>	<b>Assistant Superintendent for Human Resources</b>
<b><u>Supervises:</u></b>	<b>None</b>
<b><u>Term of Employment:</u></b>	<b>12 months</b>
<b><u>Salary:</u></b>	<b>Finance/HR I - 63</b>
<b><u>FLSA Exempt/Non-Exempt:</u></b>	<b>Non-Exempt</b>

- Qualifications:**
- **Associate degree preferred**
  - **Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities**

### **Essential Job Functions:**

- Serves as a backup for the front office receptionist for breaks and absences as needed
- Maintains an attitude of service, assistance and support for substitutes, employees and guests at all times whether in person or via email or phone
- Answers phone calls and greets visitors in a pleasant, informed manner for the purpose of providing information and creating a good image of the district
- Keeps work area clean and presentable to guests
- Coordinates with other HR staff to ensure coverage of the HR office at all times
- Makes ID badges for employees and substitutes as needed
- Assists with posting CEU credits as needed
- Provides various reports, lists and statistical data as requested by supervisor
- Assists with retirement recognition, orientation/induction sessions and job fairs
- Keeps HR Assistant Superintendent abreast of any employee/substitute issues
- Exercises confidentiality concerning personnel matters
- Ensures that confidential information is secure at all times
- Attends staff development/meetings as needed to stay informed
- Serves as single point of contact for all substitutes and coaches
- Oversees the on-boarding and off-boarding of all substitutes and coaches
- Maintains all paper and electronic records for substitutes and coaches
- Ensures that all paperwork is scanned and filed in a timely manner and all data is entered in to the HR and Substitute systems in a timely manner
- Ensures accurate data in the HR and Substitute systems
- Provides approved substitute/coach lists to schools/sites monthly
- Provides support to schools concerning the Absence Management system
- Organizes and conducts monthly training for substitutes and coaches
- Posts coaching vacancies on the school district website
- Performs data exports/imports and corrections (UID, TeacherMatch, Licensure, TalentEd, CBC monitoring system)
- Updates the HR page on the district website as needed
- Maintains and updates on-line processes and documents (new hire & sub on-boarding, new hire orientation, handbooks, manuals, forms, etc.)
- Maintains TalentEd security and access
- Performs other duties and responsibilities as assigned by supervisor

## **HR: Substitute Coordinator/Technology Assistant**

### **Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment