



## Substitute Coordinator

### Job Overview

The job of Substitute Coordinator was established for the purpose(s) of performing a variety of professional and administrative functions involved in managing the temporary school workforce and ensures their timely placement. Responsibilities include recruiting, onboarding, training, managing, and scheduling substitute teachers, tracking and reporting substitute hours and compensation for substitutes; and providing a range of support services to lessen the impact of teacher and other staff absences. Serves as primary point of contact for the absence management program, teacher absences, and substitute staff.

This job reports to the Human Resources Supervisor, Classification.

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### Job Functions

- Plans, organizes, and coordinates centralized pool of substitute staff.
  - Recruits, hires, and manages HR super substitutes and provides daily scheduling based on district needs.
  - Manages substitute fill rates daily and works to fill vacancies with properly credentialed substitute teachers.
  - Supports and reviews new hire substitute candidates and obtains rehire approval if needed.
  - Coordinates the employment process for substitute staff including reviewing candidates for potential placement in substitute positions.
  - Schedules, communicates, and hosts substitute training days as needed on District practices, policies, systems, and resources.
  - Manages the Sub of Month for each fiscal month during the year and work with the HR recruitment staff to organize recognition days.
  - Serves as program administrator and key point-of-contact for the district's absence management program.
  - Handles minor disciplinary concerns and brings significant or potentially significant concerns and infractions to the attention of the Human Resources Supervisor.
  - Works with school site principals and department officials regarding substitute and fill rate concerns.
  - Creates, manages, and maintains substitute annual forms to ensure an accurate database of active substitute staff and to ensure compliance with District processes.
  - Ensures proper compensation for substitute staff including compliance with state pay rates based on experience and education for payroll.
  - Researches and resolves issues/potential issues and communicates concerns as they relate to absences and coverage.
- Develops a wide variety of written materials and reports for the purpose of documenting activities and conveying accurate information.
  - Creates and distributes monthly newsletter and communications to substitute staff.
  - Creates and distributes materials for the recruitment of substitute staff.
- Analyzes substitute operations and works to streamline the hiring and onboarding process and improve efficiencies.
- Audits substitute personnel files for accuracy and compliance.
- Attends and participates in meetings, workshops, and/or seminars.

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



## **Working Environment**

Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

## **Qualifications**

**Minimum experience:** Job related experience with a minimum of 3 years management experience preferred.

**Minimum education:** Bachelor's degree preferred

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of federal, state, local, and District regulations related to personnel practices within the District.
- Knowledge of the principles and practices of basic math.
- Skill in researching, analyzing, and evaluating data.
- Skill in strategic thinking and problem-solving.
- Ability to collaborate and communicate with diverse groups; meet deadlines and schedules; set priorities; and be attentive to details.
- Ability to communicate information clearly and concisely both orally and in writing.
- Ability to analyze and interpret data for accuracy.
- Ability to work independently and in teams.
- Ability to work with frequent interruptions and adapt to changing priorities.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

**Required Testing:** None Specified

**Continuing Education/Training:** None Specified

**Required Certificates and/or Licenses:** None Specified

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Exempt

**Employee Type:** Classified

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