POSITION DESCRIPTION

TITLE: Substitute Services Specialist
LOCATION: Administrative Service Center
REPORTS TO: Director of Personnel
DEPARTMENT: Human Resources

SUMMARY STATEMENT:
Under the general supervision of the Director of Personnel, the Substitute Services Specialist's primary responsibility is to monitor and process time sheets for certificated and classified substitute personnel. The Substitute Services Specialist is responsible to be current on all substitute procedures, including the AESOP, Skyward/WESPaC systems, and the Applicant Desk. The Substitute Services Specialist assures that staff are cross-trained in all areas of the Substitute Office, and that all systems are updated on a yearly basis. The Substitute Services Specialist also provides orientation sessions for new substitutes, both certificated and classified, on an as needed basis.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with the staff and general public in person, by telephone, via E-mail, and in writing.
2. Operate the computer, including heavy data entry, using the AESOP and Skyward/WESPaC applications.
3. Access Skyward/WESPaC system for developing and maintaining substitute employee records.
4. Research, verify, process, and input time sheet data on a daily basis; process Form A’s, and long-term verifications.
5. Determine long-term certificated substitute experience for salary placement.
6. Verify account codes on time sheets.
7. Verify accuracy of all input from data entry, make corrections as necessary, and verify corrections before submitting to Payroll Department for processing.
8. Answer applicant information, and respond to all inquiries and requests coming into the department.
9. Assist employees in completing various personnel related forms.
10. Assist in training certificated and classified substitutes on the use of the AESOP system on an as needed basis.
11. Train staff as necessary on all substitute procedures.
12. Generate various reports as necessary.
13. Assist Educational Service District #112 with unemployment claim information, attending hearings as requested.
14. Assist in revising and ordering various forms used in the substitute process as necessary.
15. Assist in helping to prepare various flyers and communications to substitutes.
16. Maintain an up-to-date understanding of the operation of the department.

OTHER RESPONSIBILITIES:
1. Provide back-up in all areas of the substitute operation as necessary.
2. Assist with Substitute Orientation as needed.
3. Update all systems on a yearly basis.
4. Establish and maintain files for certificated and classified substitute pool, making sure that all information is accurate.
5. Process written employment verifications.
6. Generate and distribute retirement statements to substitute teachers on a quarterly basis.
7. Perform other related duties as assigned.
PHYSICAL DEMANDS REQUIRED:

Vision (66-100%)  
Speaking (66-100%)  
Hearing (66-100%)  
Sitting (33-66%)  
Use of hands and/or arms for repetitive motion (66-100%)

Walking (33-66%)  
Bending (33-66%)  
Reaching (Up to 33%)  
Pushing/Pulling (33-66%)  
Lifting/Carrying up to 50 pounds (Up to 33%)

Standing (33-66%)

MENTAL DEMANDS REQUIRED:

Reading Documents (66-100%)  
Multiple Concurrent Tasks (66-100%)  
Problem Solving (66-100%)  
Detailed Work (66-100%)  
Written Communication (66-100%)  
Customer Contact (66-100%)  
Verbal Communication (66-100%)  
Confidentiality (66-100%)  
Math (66-100%)

Reasoning (66-100%)  
Problem Solving (66-100%)  

Multiple Concurrent Tasks (66-100%) = Continuously  
Detailed Work (66-100%) = Frequently  
(Up to 33%) = Occasionally

PERCENTAGES OF REQUIREMENTS OF PHYSICAL AND MENTAL TASKS ARE ONLY AN ESTIMATE. REASONABLE ACCOMMODATIONS FOR PERSONS WITH A DISABILITY WILL BE CONSIDERED IN ORDER FOR THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

TOOLS AND EQUIPMENT NECESSARY:

IBM/PC (clone), typewriter, telephone, 10-key calculator, copy machines, facsimile machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:

Testing may be required.

1. Typing/keyboarding of 50 wpm.
2. A minimum of three years of experience in a related field, or equivalent training.
3. Demonstrated ability to perform on the computer, including heavy data entry, using a Windows environment and related Microsoft applications and familiarity with the Internet/WWW.
4. Knowledge of or willingness to learn the on-line computer system in conjunction with the Washington School Information Processing Cooperative (WSIPC).
5. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
6. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
7. Demonstrated ability to work with constant interruptions and perform under deadline pressure.
8. Must possess a good math aptitude.
9. Demonstrated ability to communicate effectively and possess a positive attitude.
10. Demonstrated ability to work on own initiative and problem solve.
11. Demonstrated ability to maintain confidentiality with sensitive information.
12. Demonstrated organizational skills and a commitment to follow through.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ____________________________ Date: ________________

District: __________________________ Date: ________________