

Administrative Specialist - Substitute Coordinator

Purpose Statement

The job of Administrative Specialist - Substitute Coordinator is done for the purpose/s of providing District wide administrative and secretarial support to assigned school site administrators for the scheduling of substitute teachers and para professionals; monitoring assigned activities; and providing information, recommendations and/or direction as requested by each school site.

This job reports to Human Resources Supervisor

Essential Functions

- Compiles data from a variety of sources (e.g. listing substitute teachers and para professions; creating necessary reports for payroll, etc.) for the purpose of ensuring accurate availability of substitute professionals for the Albany Co. School District.
- Coordinates a variety of functions and program components (e.g. meetings, listings of substitutes at each District school site, etc.) for the purpose of completing and updating activities and delivering services in a timely fashion.
- Maintains manual and electronic documents files and records (e.g. teacher absentee information at each school site, facility use, time sheets, leave/absence reports, substitute teacher data, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors substitutes for the purpose of ensuring that available and qualified substitute teachers and para-professionals perform duties as scheduled.
- Monitors a variety of activities on behalf of sites and Director of Personnel (e.g. payroll for substitutes; accurate substitute availability lists, etc.) for the purpose of achieving daily personnel goals and meeting target scheduling.
- Participates in a variety of meetings, workshops, and training seminars for the purpose of providing or receiving information, and supporting the needs of the attendees.
- Prepares a variety of documents (e.g. correspondence, substitute qualifications and availability, etc.) for the purpose of communicating information and creating documentation in compliance with established guidelines.
- Presents information on professional substitute procedures (e.g. substitute scheduling policies, submission procedures, etc.) for the purpose of orienting new personnel and disseminating information to existing personnel.
- Processes documents and materials (e.g. time sheets, budget transfers, submission processes for District software, etc.) for the purpose of disseminating information in compliance with administrative guidelines and regulatory requirements.
- Researches a variety of topics (e.g. new, available and qualified substitutes, etc.) for the purpose of providing information and recommendations that address administrative requirements.
- Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, administration, etc.) for the purpose of providing information or direction and facilitating communication among parties.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions and responsibilities.

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 multiple 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 utilizing pertinent software applications; planning and managing projects; preparing and maintaining accurate records; oral and written communication skills; tenacity; and flexibility.

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: business telephone etiquette; general knowledge of location and administration of all District school sites; qualifications required for substitutes; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions; setting priorities; and establishing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact 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 80% sitting, 10% walking, and 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

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