

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: SUBSTITUTE COORDINATOR

GENERAL DESCRIPTION: The Substitute Coordinator arranges substitutes for student supervisory teaching and paraprofessional positions. Candidates will be interviewed by the school administration. The Substitute Coordinator will be appointed for a one-year term and assessed by the school administration during this term. This position will require early morning and late evening responsibilities.

QUALIFICATIONS:

1. District employee
2. Knowledge of school programs and events
3. Strong communication skills
4. Good organizational skills
5. Ability to work cooperatively with school staff and administration
6. Ability to work cooperatively with temporary school staff

CLASSIFICATION: This position is designated as an administrative stipend position subject to School Board Policy.

REPORTS TO: School Principal

PERFORMANCE RESPONSIBILITIES:

1. Receive notification from teachers and paraprofessionals that will not be in school.
2. Arrange substitutes for student supervisory teaching and paraprofessional positions.
3. Record calls made to substitutes to determine active/inactive status and to provide documentation for wrongful unemployment claims.
4. Interview potential substitutes.
5. Approve substitutes for school and district lists.
6. Notify school principal and district of need for more substitutes.
7. Notify school principal and district of issues with substitutes.
8. Orient substitutes to the school.
9. Distribute handbook and daily materials to the substitutes.
10. Develop school substitute manual.
11. Work with district office on revising district substitute manual.
12. Issue substitute identification badges.
13. Other responsibilities associated with this position.

STIPEND: This position is in addition to one's regular school day responsibilities. Stipend is \$2,500 for the school year. Elementary school has one Substitute Coordinator. The middle and high schools share one Substitute Coordinator.