

Killeen Independent School District Job Description

Job Title: Substitute Coordinator
Reports To: Director for Recruitment and Retention
Pay Grade: AM6

SUMMARY

Recruits, screens, interviews, trains, runs payroll, and ensures there are qualified substitutes for campus instructional staff, support staff, and secretaries. Responsible for the overall operation of the Substitute Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Oversees full operation of the Substitute Center.

Administers training and in-processing sessions for all new substitute employees.

Determines substitute needs by closely monitoring the substitute pool.

Performs background checks and ensures criminal history checks are completed on all substitutes hired.

Assists with the district's recruiting program.

Run bi-weekly Payroll

Represents professionally and promotes KISD as an employer of choice at local, state, and national job fairs to attract and attain quality applicants.

Participates in panel interviewing process for positions across the district as requested.

Hires and terminates substitute employees.

Counsels substitute employees on personnel issues.

Provides guidance for administrators on substitute issues.

Assists with the processing of Family Medical Leave.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Substitute Center and Substitute Employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree, preferred, Bachelor's degree in Personnel Management, Human Resources, Education or equivalent, required, three or more years of campus administration required.

CERTIFICATES, LICENSES, REGISTRATIONS

Texas Teaching Certificate required

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, principals, auxiliary personnel, teachers and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER QUALIFICATIONS

Knowledge of the selection, training, and supervision of personnel

Ability to implement policy and procedures

Ability to interpret data

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to develop and deliver training to adult learners

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Revised Date:

December 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.