

**Killeen Independent School District
Job Description**

Job Title: Technician Substitute Center
Reports To: Substitute Specialist
FLSA Status: Non-exempt, 226 days

SUMMARY:

Insures there is a qualified substitute replacement for each absent teacher, educational aide, and/or secretarial position which requires a substitute.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Receives visitors and telephone calls in a courteous and professional manner; screens those which can be handled without supervisor's help.

Process substitute applications by accepting substitute packets, verifying identification, college hours and certifications.

Hire substitutes in TEAMS.

Performs the initial input of substitute information for every new substitute hired by the District in STARS and TEAMS.

Maintain the STARS system.

Create and maintain active substitute files.

Assists administrative personnel with secretarial tasks.

Performs other such tasks that may be assigned by the appropriate supervisor.

Upload information for fingerprints to TEA and verify fingerprint completion.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE:

High school diploma, or General Education Degree (GED) and three years related experience in the business field required or experience with STARS. Three years' experience as a public school secretary or five years of general clerical/secretarial experience or a degree in Business Administration preferred. KISD typing and data entry exams.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations and apply sequential problem solving skills in isolating trouble areas.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; and climb or balance. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, ability to adjust focus, and ability to identify and distinguish color.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised Date: May 9, 2016

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.