



## Substitute Finder

**FLSA Status:**

Non-Exempt

**Qualifications:**

High School Diploma (required)  
Desire to continue career improvement by enhancing skills and job performance

**Experience:**

Job related experience with increasing levels of responsibility

**Clearances:**

Criminal Justice  
Fingerprint/Background Clearance

**Support Staff Salary Schedule:**

Range 9

**Reports to**

Human Resource Specialist

**Terms of Employment**

177 days, 3 hours per day. Special projects will require additional hours. Assignments will be on an as needed basis.

**Purpose Statement**

The job of the Substitute Finder is to dispatch substitutes and fill emergency requests for substitutes when needed for teachers and other building staff.

**Essential Job Functions**

- Secures and dispatches substitutes to provide coverage. Some of these requests may be on an emergency basis.
- Works in absence management software to ensure absences are entered and assigned to appropriate substitutes.
- Responds to inquiries for the purpose of providing customer service and information to substitutes and staff.
- Required to use time clock system for clocking in and out each day. Clocking must reflect true time worked.
- Performs secretarial and office tasks as assigned.
- Ability to work to implement the vision, mission and values of the district.

**Other Job Functions**

- Demonstrates professionalism and appropriate judgment in behavior, speech, dress and appropriate professional manner for the work setting.
- Maintains strict confidentiality.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- Performs all other duties as required or assigned.

## **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 pertinent software applications; preparing and maintaining accurate records.

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 understand complex, multi-step written and oral instructions.

ABILITY is required to schedule a number of activities, collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined by different processes and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Specific ability based competencies required to perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

## **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

## **Conditions and Environment**

Employee will be required to regularly work inside. This job is performed in a generally clean and healthy environment.