



JOB DESCRIPTION
Substitute System Operator/Applications Processing Technician

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The Substitute System Operator/Applications Processing Technician, under the general supervision of the Executive Director for Human Resources and the direct supervision of the Director for Human Resources Auxiliary/Classified maintains and operates the substitute calling system and records for the district and is responsible for processing, training and maintaining substitute teacher/aide records.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Three years clerical experience, preferably in a public education environment

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient keyboarding, word processing, and file maintenance skills
- Effective communication and interpersonal skills
- Basic math skills
- Ability to use personal computer and software to develop spreadsheets and databases and do word processing
- Ability to work in a positive manner with staff, employees, and the general public

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Responsible for general operation of the computerized sub calling system to include updating and maintaining database and priority lists and running reports.
3. Is responsible for providing training to all users of substitute system to ensure correct utilization.
4. Assists with researching information received on campus unsatisfactory reports on substitute assignments.
5. Responsible for sending out end of year updated forms/information to active substitutes including Letters of Reasonable Assurance.
6. Responsible for submitting information required for processing substitute employee payroll.
7. Tracks and Monitors vacant slot assignments.
8. Works cooperatively with payroll to ensure accuracy of leave reports and substitute pay.
9. Receives and processes substitute applications, including verifying completeness of files and information required.
10. Schedules and organizes substitute orientations.
11. Is responsible for training of new sub teacher/aides on the use of the computerized system and in classroom management.
12. Assists with posting auxiliary job vacancies and maintains lists of interested applicants.
13. Responsible for running police clearances on substitutes.
14. Maintains spreadsheet on unsatisfactory reports on substitute assignments.
15. Maintains spreadsheet on terminated employee questionnaires.
16. Responsible for organizing end of the year Substitute Recognition.
17. Provides clerical assistance when required to the Directors of Human Resources.
18. Cross trains with the Administrative Building Receptionist and is the backup for the Raptor V Soft ID system.

19. 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 required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbally and written), interpret procedures and data, reason, understand verbal instructions, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and or carry light weight (under 15 pounds), perform repetitive hand motions, hear, speak, and may work prolonged or irregular hours. Works with frequent interruptions, prolonged use of computer and phone.

SUPERVISORY RESPONSIBILITIES:

none

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 6

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 12, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.