

Substitute Coordinator

Hired by: Human Resources
Evaluated: Annually
FLSA: Non-exempt

Report to: Principals
Schedule: 10 month
Supervises: None

The Substitute Coordinator is primarily tasked with contacting and arranging for substitute teachers at both the Lower School and Upper School campuses. To effectively carry out the tasks assigned, the Substitute Coordinator would be organized, task oriented, motivated, focused on accuracy, and comfortable with a significant amount of interaction with faculty/staff and substitutes.

Spiritual Maturity

- Publicly profess a faith in Jesus Christ as Lord and Savior
- Actively engage in the life and ministry of an evangelical church
- Pursue a life of spiritual development through regular study of scripture and prayer
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith
- Believe and support the school's statement of faith
- Agree to abide by the Lifestyle Statement

Professional Responsibilities (essential)

- Learn to utilize Frontline (AESOP) program for substitute teachers.
- Maintain accurate information regarding all teachers, substitutes and their contact information.
- Work with HR department to add/delete substitutes from program.
- Ensure all absence requests are viewed and filled. If they are not filled, working with the building principals on alternate coverage plans.
- Check Frontline throughout each day to work on filling additional absences.
- Have a thorough understanding of the teacher schedules, bell schedules, etc. and how they differ at both campuses.
- Communicate any urgent needs/news with building principals.
- Prepare in advance for class trips, curriculum days, and high number absence days.
- Input additional coverage items to Frontline to ensure all people are compensated (testing days, office assistance, long term assignments, etc.).
- Communicate with HR regarding any issues with substitute/teachers.
- Interact with substitutes and faculty/staff in a tactful, professional, and supportive manner.
- Maintain flexible working schedule.
- Respond to phone, email, and other contacts with the school and substitutes in a timely manner.
- Communicate pertinent substitute information to respective office personnel.
- Produce reports on teacher absences for campus principals.
- Predict needs and upcoming potential black out days by keeping track of increasing absences.

Professional Requirements

- High School diploma or equivalent, Associate's degree preferred.
- Prior experience in a school setting preferred.

- Knowledge of office processes and practices.
- Possess a working knowledge of Microsoft Word, Excel, Publisher and Outlook.
- Possess ability to use a variety of Windows applications, including the school management software.
- Must possess a high degree of confidentiality.
- Excellent interpersonal skills.
- Discretion, good judgment ability, adaptable and flexible.
- Solid organizational and time management skills.
- Effective listening and verbal communication skills.

Physical Requirements

WORKING ENVIRONMENT	RARELY	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty				
Cold (50 deg. F or lower)	X			
Heat (90 deg. F or higher)	X			
Chemicals/Solvents	X			
High stress			X	
Interruptions				X
Climbing stairs	X			
Standing/Sitting/Walking/Bending		X		
Pushing/Pulling	X			
Lifting/Lowering/Carrying				
Up to 20 lbs.	X			
Up to 50 lbs.	X			
More than 50 lbs.	X			
Telephone				X
Computer/Printer				X
Fax/Copier				
AV Equipment	X			
Summon emergency help	X			
Apply First Aid/CPR	X			
Driving	X			

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature