

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUBSTITUTE ASSIGNMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, receive telephone messages/requests for certificated/classified substitutes; update comprehensive automated substitute calling system, assign qualified certificated/classified substitutes to specified job assignments; perform responsible clerical duties in the processing and maintenance of personnel actions, records and reports related to the operation of the Human Resources office.

ESSENTIAL FUNCTIONS:

Receive and log requests for certificated and classified substitutes; assign qualified substitutes to identified job assignments; monitor and record substitute assignments and refusals.

Recruit and screen applicants for substitute assignments; prepare substitute application packets and advise prospective employees regarding fingerprinting/tuberculosis clearance procedures and related employment requirements; screen applications for minimum requirements and qualifications; process applications and communicate with the County Office of Education to obtain clearance for certificated substitutes; perform employment verifications.

Perform responsible clerical duties in the processing and maintenance of personnel actions, records and reports related to the operation of the Human Resources office; prepare and maintain records and reports related to assigned activities; maintains a variety of records and files pertaining to substitute employees.

Prepare presentation materials and conduct substitute orientation, workshop and training sessions; conduct in-services for substitute employees and administrators on the proper use of the automated substitute system.

Recommend candidates for emergency credentials as appropriate.

Maintain and certify substitute work records for payroll verification purposes.

Prepare and maintain the substitute handbook including District substitute regulations and requirements, hiring and related employment processes.

Operate, maintain and update an automated substitute calling system; establish profiles in the substitute calling system; troubleshoot system problems and work with Technology Services staff in the diagnostic investigation of system failures; performs on-line tasks using the modem to input software programs and

data; input employee data in automated substitute system and District mainframe system; operate standard office equipment as assigned.

Maintain staff development records for certificated personnel for staff development days; enter related data into appropriate database.

Serve as a resource to the public regarding District's substitute services, responding to inquiries and providing necessary information as required.

Maintain effective communications and relationships with department and site administrators.

Attend job fairs as directed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District Human Resources policies, rules, and procedures used in the employment process.

Modern office practices, procedures and equipment.

Receptionist and telephone techniques and etiquette.

Letter and report writing skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Operation of standard office equipment.

Record-keeping techniques.

Public speaking techniques.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

ABILITY TO:

Receive telephone messages/requests for certificated/classified substitutes.

Operate and update comprehensive automated substitute calling system.

Assign qualified certificated/classified substitutes to specified job assignments.

Perform responsible clerical duties in the processing and maintenance of personnel actions.

Learn and interpret and apply specific rules, laws and policies related to assigned activities.

Determine appropriate action within clearly defined guidelines.

Prioritize and schedule work.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Prepare materials and perform orientation, training and workshop sessions.

Type at a minimum of 35 words per minute from clear copy.

Compile, maintain and submit accurate and complete records, logs and reports.

Establish and maintain cooperative and effective working relationships with others.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information in person and on the telephone.
Move hands and fingers to operate a computer keyboard.
Sit for extended periods of time.
Bend at the waist, kneel or crouch to file materials.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years of increasingly responsible general clerical experience, involving typing and some public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.