

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
CLASSIFIED JOB DESCRIPTION**

Job Title: Substitute Staffing Representative Department: Human Resources

**Grade I
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: 7/1/2018

**Reports To: Classified Employment and
Substitute Coordinator**

Purpose of Job

The purpose of this job is to work in partnership with the Classified Employment and Substitute Coordinator to successfully staff the Substitute Program for CMCSS. Through scheduling strategies and recruiting/retention plans, the Staffing Representative will provide top-quality candidates to the Substitute Program and will support efforts to schedule and fill absence needs of full time employees.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Develop recruiting and retention marketing campaign for substitute teachers and educational assistants

Coordinate and conduct interview process for substitutes

Support scheduling efforts to fill absences at CMCSS schools

Review and approve substitute applications

Uses a variety of tools to attract a highly qualified pool of candidates

Stays informed of trends and innovative recruiting techniques in order to be competitive.

Comply with all regulatory/legal requirements and policies

Develop and implement creative sourcing strategies

Create and foster relationships with colleges and diverse educational organizations to attract and recruit diverse candidates.

Represents the school system to candidates as the employer of choice by 'selling the system'

Visit and attend college job fairs

Develop relationships with communications groups to encourage applicants for substitute program

Assists with processing of recommendations for preferred or excluded substitute status from schools.

Process and produce employment verifications for substitute teachers and substitute educational assistants.

Develop and facilitate professional development programs for substitute teachers and educational assistants.

Verify eligibility for and process Transfer Requests for substitute teachers and educational assistants.

Facilitate all onboarding of substitute teachers and substitute educational assistants

Coordinates substitute employment actions to include processing break in service requests and extended probationary review periods Remain familiar with CMCSS policies as well as all Federal and State employment regulations including but not limited to compliance with Title VII, FMLA, FLSA, USSERA, ADA, and ADEA.

Additional Job Functions

Ability to communicate both orally and in written form. Ability to use high-level interpersonal skills in order to maintain effective relationships. Possess skills related to problem solving, planning, organizing, and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Knowledge of state and federal employment law and employment benefits.

Substitute Staffing Representative will need to be able to support early morning hours (as-needed) to assist with high volume absence days or emergency situations.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree preferred but not required. A combination of staffing, substitute, teaching or human resource experience is required for this position.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate computer and generally accepted office machinery (copier, fax etc.). Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Substitute Staffing Representative. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Substitute Staffing Representative.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment and generally accepted office machinery (copier, fax etc.).

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency situation or employment issue.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and transportation practices as they pertain to the performance of duties relating to the job of Substitute Staffing Representative. Has general knowledge of Human Resource and CMCSS practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical

skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date