

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

**Job Title: Administrative Assistant IV Department: Human Resources
Substitute Program Scheduling**

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

Job Description

**Date Reviewed: July 2018
Substitute Coordinator**

Reports To: Classified Employment and

Purpose of Job

The purpose of this job is to work in partnership with the Substitute Team to successfully fill absence needs of full time employees. This position will also act as a point of contact for CMCSS school offices and Administrative Assistant Teams. The goal of this position is to not only support the Substitute Program and fill absences but to also ensure that the appropriate support mechanisms are in place for school teams tasked with managing absences and directing Substitutes at the school level. This position will act as the main point of contact for managing the data integrity and effective operation of the Substitute Scheduling System (SmartFind).

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.

Conduct day-of filling of Substitute needs that have not been filled by the Substitute Management System to include making calls to Substitutes, engaging team members when additional support is needed and communicating with school contacts regarding last minute absences.

Serve as the point of contact for employees calling in late absences to the Substitute Management System.

Support school level teams in the entry, operation and management of absences at the respective school site.

Receive and respond to feedback from Administrative Assistants, Bookkeepers and other personnel in charge of Substitute and Absence management at the schools.

Serve as a general resource for Substitutes to offer guidance before, during and after assignments as applicable.

Conduct orientation and training as directed by the -Classified Employment and Substitute Coordinator

Update Substitute Management System with new teacher and employee data as it is communicated from the applicable Employment Representative during the in-processing process.

Support Employees who need to make changes to Munis data (Address, Phone, etc.)

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

Manage assigning long-term substitutes filling certified positions

Complete annual/periodic maintenance in the absence management system to include substitute information, employee information, calendars, events, etc....

Manages and monitors retirees' annual completion of TCRS related forms.
Schedules and coordinates fingerprinting appointments with new applicants.

Assists with administering position required prerequisite testing.

Assists the Payroll department with information and verification of Substitute's Kronos hours and timesheets

Creates and distributes the monthly Substitute newsletter

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.

This employee will need to be able to support early morning hours on a regular basis to assist with high volume absence days or emergency situations.

Minimum Training and Experience Required to Perform Essential Job Functions

Experience as an Administrative Assistant or related position tasked with Substitute and absence management at the school level is required. Additional experience in staffing, substitute, teaching or human resource experience is preferred but not required.

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

PHYSICAL REQUIREMENTS: Must be physically able to operate office machinery. 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 over the phone 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 Administrative Assistant IV- Substitute Program Scheduling. 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 Administrative Assistant IV- Substitute Program Scheduling.

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 machinery.

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.

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 Administrative Assistant IV- Substitute Program Scheduling. Has general knowledge of 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