



Loomis Union School District

3290 Humphrey Road, Loomis, CA 95650 (916) 652-1800

www.loomis-usd.k12.ca.us

JOB DESCRIPTION

Position Title: Substitute Services Coordinator – Business Services (Confidential)
Department: District Office
Reports to: Assistant Superintendent of Business Services
Work Year: 181
Board Approved: Pending

SUMMARY:

Under general supervision, the Substitute Services Coordinator will ensure timely placement of certificated and classified substitutes across all LUSD school campuses.

Duties and Responsibilities:

- Administers the employee substitute management system (Frontline/AESOP) for the purpose of ensuring the system is functioning properly
- Communicates and coordinates daily substitute needs and schedules to school site staff, substitutes, and district office via telephone, email or in person
- Maintains a variety of records (e.g. locations, dates, times of assignments, personnel information etc) for the purpose of ensuring accuracy of substitute files and complying with district, federal and state regulations
- Maintains and updates substitute list from information provided by school site staff, substitutes, and district office staff
- Monitors certificated and classified employee attendance for planned absences and off-site activities (e.g. payroll reports, budget reports etc.) for the purpose of ensuring substitute employees are paid appropriately and in a timely fashion
- Runs reports and assists with related absence tracking functions as required or needed for district business
- Perform other duties as assigned that support the overall needs of the district office or are directly related to the position

Knowledge, Skills and Abilities:

- Operates office equipment, including adding machines, copiers, as well as all Microsoft Office software and district-specific software programs
- Ability and skills to understand and work in a confidential office
- Ability to work under limited supervision following standardized practices and/or methods
- Strong skills in dealing professionally, diplomatically, and effectively with a wide variety of people including conveying information to others, dealing with confidential information, delivering instructions or directions, and the facilitation of conversation and discussions
- Ability to work with others in a variety of circumstances
- Ability to apply problem-solving techniques to analyze issues, create plans of action and reach solutions
- Ability to establish and maintain cooperative working relationships; ability to work as part of a team

LICENSES, CERTIFICATIONS AND TESTING REQUIRED

- Fingerprint/criminal justice clearance
- Tuberculosis clearance
- Must possess or have the ability to obtain a valid California driver's license

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works indoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS:

- Ability to sit for extended periods at a desk, conference table or in meeting rooms.
- Ability to frequently stand and walk; bend, stoop and reach overhead.
- Ability to see and read a computer screen and printed matter with or without visual aids.
- Ability for verbal communications including the ability to speak and hear at normal room levels.
- Ability to use computer terminals, telephones, calculators, copiers and facsimile.
- Ability to drive a car and the means to provide own transportation when required.

While performing the duties of this job, the employee is continuously required to sit, talk and hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times, as in typing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.