



JOB DESCRIPTION

JOB TITLE: **Specialist (Substitute)**

Position Type: Classified	Department: Human Resources
Salary Schedule: Classified	Reports to: Manager of Human Resources
Salary Range: Range 27	
Term of Employment: 12 months	Date: April 30, 2024
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To assist employees with the Absence Management System, provide the schools with qualified substitutes hire temporary help and assist in other human resources functions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Acts as an employee advocate to ensure fair and equitable treatment of all district employees.
- Confers with supervisor presenting and resolving problems or questions, discussing plans or actions to be taken, making decisions.
- Carries out departmental tasks, which require implementation of functions within the department including contact with employees, applicants, and the general public.
- Recruits certified and classified substitutes.
- Maintains computerized substitute system for all employees and substitutes in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment.
- Takes initiative in developing techniques for improving rapport between school personnel and substitutes.
- Communicates with Information Systems/vendor when dealing with software issues or upgrades.
- Liaison with Substitute Contracted Hiring Agency.
- Maintains resources for Substitute information on district website and department portal page.
- Conducts summer orientations for returning substitutes to obtain new badge, receive any updates and complete annual paperwork.
- Oversees and manages Substitute Recognition Program.

- Verifies bi-weekly certified payroll report submitted by contracted substitute agency.
- Provides assistance and guidance to administrators/supervisors as requested in matters relating to substitute relations.
- Conducts orientations for classified substitutes and temporary hires.
- Conducts pre-employment background checks including references and records verifications.
- Processes paperwork required for hiring new classified substitutes.
- Provides and receives information requiring judgment and discretion regarding human resources issues.
- Maintains, updates, and distributes substitute handbooks.
- Secures substitutes for certified and classified employees as directed.
- Maintains files concerning data on certified and classified substitutes.
- Handles complaints in a prescribed manner from schools/substitutes regarding assignments.
- Attends staff meetings; gives and receives information helpful in work system operation.
- Runs year end reports and any other additional requests.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- One-year certificate from college or technical school.
- Six to twelve months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.