

## Job Description

**Job Title:** Coordinator of Substitute Management

**Position Code:** 1E15 or AE15

**Job Classification:** Exempt

**Supervisor:** Supervisor of Employment Services

**Pay Grade:** 42

**Contract Length:** 245 Days

### Job Summary

Position is responsible for all recruitment, selection, retention, training, and development activities for all substitute personnel. Position is also responsible for managing the substitute management software and acting as liaison with software vendor. Position is responsible for overseeing and managing the daily running of the substitute placement process.

### Essential Duties

1. Performs a variety of staffing functions to include recruiting, screening, interviewing, and recommending the selection of job applicants to fill openings.
2. Provides policy interpretation and guidance to administrators and employees.
3. Conducts new employee orientation sessions.
4. Develops an annual recruitment and retention program for the instructional substitute personnel staff.
5. Conducts onsite in-services on policies and procedures as needed.
6. Provides information to applicants and maintains a current knowledge of school division facilities and programs, job opportunities, incentives, benefits, compensation and duties/qualifications of jobs.
7. Reviews online employment applications and evaluates the work history, education, job skills, and other qualifications of applicants to determine their eligibility for employment.
8. Conducts interviews, documents information acquired from the interview, and refers qualified applicants to principals, administrators, and supervisors for further consideration.
9. Extends employment offers to selected candidates and/or makes recommendations to Superintendent when required.
10. Makes public presentations at schools, outside organizations, and job fairs regarding the school system and employment opportunities.
11. Create and conduct ongoing training and development sessions with instructional substitute personnel.
12. Act as district liaison with substitute management software vendor.
13. Assists with the leadership and coordination of human resources special events to include orientation, transfer fairs, job fairs or related workshops.
14. Ensures activities performed comply with state and federal employment laws to include EEO, ADA, & FLSA regulations.
15. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Keeps abreast of developments and legislation in the field of human resources.
2. Performs any other related duties as assigned by the Supervisor I or other appropriate administrators.

### Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree in business, human resources, or a related field with some experience in a human resources setting. Must possess knowledge of the principles, practices, and current issues involved with

conducting recruitment and staffing initiatives. Must possess a thorough knowledge of state and federal employment laws to include EEO, ADA, and FLSA regulations. Must possess the ability to conduct employment interviews and effectively evaluate the qualifications of candidates. Must possess excellent interpersonal and communication skills. Must be proficient in Microsoft Word, Excel, Access and Power Point. Must possess the ability to establish and maintain effective working relationships with employees, administrators, applicants, office staff and the public.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds to shoulder height; to bend, stoop, climb stairs, walk and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Human Resource Technician, Substitute Management

**Supervision Received:** Supervisor of Employment Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 01/19 CR