

Rosary Academy
Part-Time Substitute Coordinator/Office Assistant
Job Description
2019-2020

Position Title: Substitute Coordinator/Office Assistant

Reporting Responsibility: Assistant Head of School/Principal

Duties: Position has responsibility to:

1. Retrieve voicemails from the absentee line.
2. Obtain the necessary classroom coverage for absent teachers.
3. Handle all substitute assignments, both out-side substitutes and In-house substitutes
4. Organize and distribute substitute assignments
5. Maintain substitute budget
6. Maintain on-call substitute list, including contact information, availability and credentials
7. Track and Report time off requests and absences – Exempt Report
8. Assist with morning phone calls and attendance needs
9. Other responsibilities as deemed necessary by school site administration

Qualifications or Requirements: Strong Microsoft Office skills. Knowledge of school policies, procedures, and organization. Good communication skills and knowledge of switchboard.

Work Schedule: Maximum of 20 hours per week, five days per week, Student Only days.

Compensation: Based on experience and expertise

PHYSICAL REQUIREMENTS: Works extensively in an office environment sitting for long periods of time and standing for long periods of time. With repetitive computer, telephone use and needs to have the ability to communicate effectively. While performing the duties of this Job, the employee will also be required to; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to; walk, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.