



REVISED: 07/17/2019  
Submitted: 07/16/2019

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|------------------------|------------------------------|
| JOB TITLE:             | SPECIALIST SUBSTITUTE CENTER |
| DIVISION               | HUMAN RESOURCES              |
| SALARY SCHEDULE/GRADE: | II, GRADE 9                  |
| WORK YEAR:             | AS APPROVED BY THE BOARD     |
| FLSA STATUS:           | EXEMPT                       |
| JOB CLASS CODE:        | 8483                         |
| BARGAINING UNIT:       | CLAS                         |

#### SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of classified and certified substitute support. Surveys system-wide needs for certified and classified substitutes and determines effectiveness of substitute procedures.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees day-to-day operations of the JCPS Substitute Center

Assumes responsibility for and assists designated supervisor in short-range and long-range planning

Works cooperatively with the designated supervisor, specialists and school staff in assessing and addressing the District's priorities and needs for substitutes

Researches past and current practices in the Substitute Center and implements changes based on research

Supervises, evaluates, trains and coordinates the work of the assigned staff

Works cooperatively with the District personnel and school staff to provide training for substitutes

Works closely with District and school staff to obtain information regarding effectiveness of Substitute Center programs and other incentives

Assures compliance with local, state and federal regulations and procedures

Assures compliance with Board goals and administrative objectives

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree in Human Resources or related field

Three (3) years of experience in Human Resources or a public school District

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Master's Degree

Human Resources Certification(s)

Experience in a diverse workplace