



NEW: 07/17/2019
 Submitted: 07/16/2019

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