

Hillsboro School District 1J
Job Description
Substitute Dispatch Clerk

IMMEDIATE SUPERVISOR Director of Licensed Personnel

GENERAL DUTIES

This position is responsible for running the substitute dispatch system for the District. Placement of substitutes for all job categories is the essential responsibility of this position. A thorough knowledge of computers is necessary to adequately maintaining this substitute system.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent.
- B. Strong computer skills
- C. Ability to navigate menus and run a variety of programs with fluency and skill
- D. Solid analytical skills which assist in researching calls, assessing substitute performance, and creating and reviewing reports
- E. Ability to work well with people of all job categories (administrators, teachers, assistants, substitutes, food service workers, and others)
- F. Knowledge of District systems
- G. A positive, enthusiastic attitude, and the ability to work well under stress
- H. Good communication and training skills, and good organizational skills
- I. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- J. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Create and maintain SubFinder databases for employees, substitutes, sites, and job positions
- B. Create and maintain preference lists
- C. Monitor daily absences. Review daily absences, giving personal attention when necessary to any "unfilled" or "failed to fill" absences. Special Education positions and some school sites may require a more personal appeal to prospective substitutes
- D. Interact with site administrators to answer questions and troubleshoot reasons in the event of a job which does not fill
- E. Run reports listing jobs and absences, overall analysis, statistics, etc
- F. Interact with employees, substitutes and administrators who may have questions about their personal information, their assignments, or how to use the system
- G. Train new employees, substitutes and administrators to use the substitute dispatch system
- H. Gather data for troubleshooting purposes and respond to systems support personnel
- I. Maintain hard copy files (personnel)
- J. Facilitate PEER Forms for certificates of substitutes
- K. Conduct background checks
- L. Create and send correspondence to substitutes
- M. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- O – Occasionally (.5 – 2.5 hrs per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)
- NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Less than 12 Month Office Support Pay Schedule

Pay Grade: E

Last Revised: June 2007