

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6265
Pay Grade: D10

FLSA: Non-Exempt

SUBSTITUTE PLACEMENT SPECIALIST

MAJOR FUNCTION:

Under general direction, monitors, analyzes and reports on the operation of the district wide automated substitute placement system and web connect internet based system. Maintains and updates database files on administrators, teachers, substitutes, select support services employees, schools, subjects, priority lists, and system data. Exercises independent judgment in coordinating unfilled and late substitute requests.

DUTIES AND RESPONSIBILITIES:

- Maintains, updates, and inputs new data on administrators, teachers, substitutes, select support staff, and schools. Monitors all user functions that are available to administrators, teachers, substitutes, and also monitors the progress of the operation of the computerized system.
- Maintains and monitors the web based system.
- Makes changes in the system parameters and tests new enhancements provided by the software distributor; uploads system data to create a data file of pertinent information concerning each absence.
- Requests real-time status screens for data entry and editing of new information and utilizes appropriate data import programs when changing and entering large amounts of data.
- Monitors all hardware and software to insure proper function level and notifies appropriate contact personnel if problems arise.
- Monitors the continuous transaction record of absences and job acceptances. Determines unfilled positions, accepts late substitute requests and manually assigns substitutes to these positions.
- Using the report function of the system, generates lists of qualified substitute teachers including such items as: certification level, area of subject matter to be taught, demographic locations, personal and school preferences; other pertinent criteria to be considered for placement, and other hard copy reports as needed by the district.
- Assists individual administrators, teachers, and substitutes who are experiencing difficulty in the use of the automated substitute placement system and/or the internet web based system.
- Assigns and assists school administrators in accessing, reporting absences, and running reports on the internet web based system.
- Advises and supplies up-to-date information to facilitators of new substitute training workshops. Ensures that all pre-employment procedures, forms and certification criteria have been completed prior to placing candidates on appropriate substitute lists for job placement.
- Prepares and maintains substitute personnel data for central office filing system.
- Assists in the filing process of personnel data.
- May receive requests for employment as substitute teachers via applicant correspondence, telephone, email, referrals from principals and other school administrators and instructs applicant as to the necessary employment procedures.
- Terminates substitutes following the Personnel Department's Policies and Procedures.
- Receives long-term and special-needs substitute requests from principals and/or school administrators; notes special requests and recommends substitutes to administrators relative to certification and special needs.
- Receives, processes and maintains a file on all written communication, including long-term payroll authorizations from schools and substitutes.
- Performs related work as required.

SUBSTITUTE PLACEMENT SPECIALIST

DUTIES AND RESPONSIBILITIES:

(STAFF LEAD SUPPLEMENT ONLY)

- Resolves special situations such as answering questions on obtaining an application, qualifications for substitute teaching, and issues pertaining to availability.
- Deals with irate substitute teaching candidates and complaints from school administrators.
- Is the designated contact person for problem situations which may arise in the evening. Has the authority to shut down the system in case of emergencies.
- Identifies new procedures and techniques to improve the operation of the automated system and recommends new enhancements of the software for implementation.
- Oversees the daily operation of the centralized automated substitute placement system.
- Provides performance evaluation ratings on unit personnel for the Department Director's review and signature; prepares payroll; orders and distributes supplies; arranges for equipment repair and previews new equipment when needed.
- Makes presentations on substitute placement procedures at pre-school administrators' meetings.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED and four (4) years progressively responsible office experience.

ISSUED: 11/81; BOARD APPROVED: 10/28/81; FORMAT REVISED: 3/88; REVISED: 7/88; REVISED: 2/92 D&R BMP; REVISED: MQ's 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 4/04 LM; REVISED MF, D&R, MQ's: 2/07; BOARD APPROVED: 3/13/07.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

SUBSTITUTE PLACEMENT SPECIALIST

| <u>WORKING CONDITIONS & PHYSICAL EFFORT:</u> | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| | | | | | |
| 1. Lift objects weighing up to 20 pounds | X | | | | |
| 2. Lift objects weighing 21 to 50 pounds | X | | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | X | | | | |
| 6. Carry objects weighing 21 to 50 pounds | X | | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | X | | | |
| 10. Standing up to two hours at a time | X | | | | |
| 11. Standing for more than two hours at a time | X | | | | |
| 12. Stooping and bending | | X | | | |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | X | | | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | X | | | | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a keyboard to enter and transform words or data | | | | | X |
| 21. Using a video display terminal | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X | | | | |
| 26. Operating automobile, vehicle, or van | X | | | | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |