



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Substitute Coordinator	<b>Location:</b>	Human Resources
<b>Reports To:</b>	Director of Human Resources	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	12 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

- High school diploma or equivalent

### Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

- To serve as the Substitute Coordinator in the Human Resources Department and be the primary point of contact for substitute staff and applicants.

### Qualifications

- Demonstrate computer skills/programs.
- Ability to communicate effectively, orally and in writing.
- Demonstrate knowledge of office practices and procedures
- Knowledge of business correspondence, filing and record keeping
- Operation of routine office equipment
- Ability to work effectively without direct supervision.
- Demonstrate typing skills.
- Ability to apply high levels of confidentiality due to nature of the assignment.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

### Responsibilities and Requirements

#### SUBSTITUTES

- Responsible for being the primary contact to substitute staff and applicants, including recruiting, training, maintenance, development and daily placement of substitutes.
- Responsible for maintaining Frontline (substitute calling system) and acting as primary or secondary administrative contact for Frontline support.
- Responsible for overseeing scheduling of all substitute staff based on district needs.
- Responsible for maintenance and security of substitute applicant files

#### PUBLIC RELATIONS

- Responsible for communicating a positive district image to all members of community, staff, and applicants related to this position.
- Responsible for greeting the public and assisting or directing them, as needed.
- Responsible for taking incoming phone calls and transferring callers accordingly.



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### RECORDS/FUNCTIONS

- Responsible for posting all absences from Frontline to Visions (finance system) biweekly, then run update from Visions to Frontline after payroll is processed.
- Responsible for maintaining a comprehensive system of personnel files and records.
- Responsible for conducting testing (paraprofessional), as needed.
- Responsible to assist with scanning documents as needed.
- Responsible for distributing of position vacancies to employment agencies, college placement services, and media as directed.
- Responsible for the compilation and processing of information for research projects, as directed.
- Responsible for the accurate exchange of information between District Office departments (payroll, Superintendent, Business Services, Instruction, and Evaluation)
- Responsible for maintaining accurate employee leave and absence records.
- Responsible for records regarding fingerprint clearance
- Responsible for monitoring Frontline such as posting reports of absences daily.
- Check on proper procedure for the following absence type: District Business Leaves, Professional Leaves and FMLA
- Responsible for fingerprinting all personnel as needed.
- Responsible for maintaining log on Volunteers, Revoked Fingerprint Cards

### OTHER

- Responsible for maintaining the confidentiality required in this position.
- Responsible for performing those duties which protect the health and safety of students and employees.
- Responsible for performing other duties as assigned.

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.