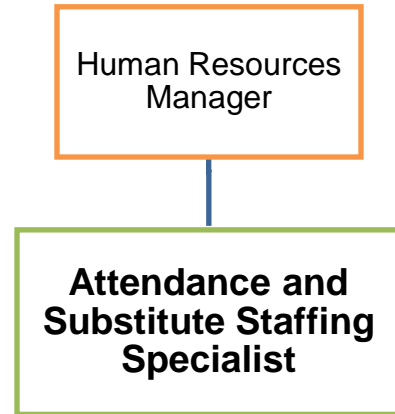


ATTENDANCE AND SUBSTITUTE STAFFING SPECIALIST

Job Title:	Attendance and Substitute Staffing Specialist
Initial:	November 1, 2006
Revised:	September 29, 2022
Work Year:	Full Year
Office:	Business
Department:	Human Resources
Reports To:	Human Resources Manager
FSLA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 17

Related Organization Chart



POSITION SUMMARY: The Attendance and Substitute Staffing Specialist is responsible for the onboarding of substitutes, ensuring timely placement of substitutes into the substitute management system. Other responsibilities include maintaining district employee attendance and sick bank records. As a member of the Human Resources (HR) team, the Attendance and Substitute Staffing Specialist provides backup to other HR functions as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Administers the employee substitute management system to ensure the system is functioning properly.
- Accurately inputs employee attendance; works with building staff and payroll to ensure attendance is correct.
- Answers phones and questions from prospective and current employees.
- Monitors and maintains attendance and substitute management system daily, weekly, monthly, and annually.
- Serves as primary contact for any substitute concerns for schools (i.e. attendance-related issues).
- Responds to a variety of inquiries and requests via phone or email for substitute employees from other district personnel for the purpose of gathering or providing information relating to substitute placement and eligibility.
- Processes all reports concerning substitutes and attendance to administration, schools and payroll (weekly, monthly, annually).
- Processes all reports concerning sick bank and dock days to administration and payroll.
- Maintains contact with Colorado Department of Education concerning background checks and licensing on

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

substitutes and pay.

- Reviews substitute applications in order to validate qualifications for vacant positions.
- Conducts pre-employment orientation with substitutes. Records substitute pay, maintains all substitute files, updates HRIS with necessary transactions (i.e. new hires, terms, etc.), reports days worked and amount paid to payroll on a monthly basis.
- Monitors employee attendance for planned absences and off-site activities in order to ensure classroom coverage and efficient processing of substitute employees.
- Prepares monthly Board of Education consent documents regarding personnel transactions.
- Maintains all historical information pertaining to employee attendance and certified substitutes.
- Conducts all annual procedures pertaining to substitutes (i.e. end-of-year letter to return) and employee attendance in HRIS (i.e. rollover of leave days).
- Processes substitute and volunteer fingerprint certifications and related information (e.g. updates database) in order to ensure compliance with district policies and legal mandates.
- Fingerprints individuals for background check purposes, collects fingerprint money and issues receipts.
- Creates identification badges.
- Provides front desk relief as needed.
- Handles department filing and maintenance of personnel records, to include orderliness of the file room.
- Serves as backup for processing resignations for the licensed workforce.
- Serves as backup for verifications of employment, to include active and inactive employees and requests for sexual misconduct inquiries.
- Serves as backup for processing requests for file copies and subpoenas.
- Performs other duties as assigned.

Supervision & Technical Responsibilities: This position has no supervisory responsibilities.

Budget Responsibility: This position has no budget responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- High school diploma or equivalent.

Experience:

- One year of experience in an office or clerical setting; experience in Human Resources preferred.

Knowledge, Skills & Abilities:

- Oral and written communication skills.
- Strong interpersonal relations and teamwork skills.
- Basic math and accounting skills.
- Personal computer, keyboarding and word processing skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.

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- Ability to manage multiple tasks with frequent interruptions.
 - Operating knowledge of and experience with various software applications including Microsoft Office and Google Suite.
 - Operating knowledge of general office equipment.
 - Ability to defuse and manage volatile and stressful situations.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.