

Job Title: SPECIALIST, HUMAN RESOURCES SUBSTITUTE
Reports to: Chief Human Resources Officer
Dept./School: Human Resources
Wages/Hour Status: Non-exempt
Date Revised: July 24, 2023

Primary Purpose

Prepare, maintain, and process records for auxiliary, substitute and tutor personnel for the district and Private Non-Profit (PNP). Provide support and process employment applications for full time and substitute employment. Handle routine Human Resources inquiries and provide responsive and knowledgeable assistance to employees and employment candidates. Assist with the coordination of the hiring process. Maintain and operate the substitute calling system and process related documentation for the district. Act as point of contact for all substitutes.

QUALIFICATIONS

Education /Certification

High School diploma or GED
Associates degree or 60 hours of college course work, preferred
Minimum of 35 WPM Typing

Special Knowledge/skills

Knowledge of administration of leave programs and applicable laws
Ability to interpret and disseminate information to individuals and groups
Proficiency in file maintenance
Ability to use software to develop spreadsheets, databases, and do word processing
Effective communication and interpersonal skills
Strong organization skills
Ability to read, speak and understand English/Spanish

Experience

Three years of clerical experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES

Employment

1. Handle routine HR inquiries to ensure a high level of service and responsive, knowledgeable support for employees and their supervisors. Explain HR policies and practices to employees as appropriate.
2. Prepare, distribute, receive, and process substitute applications. Screen all of the substitute applicants.
3. Coordinate employment process (e.g. processing applications, inputting substitute data, analyzing transcripts, and references, preparing announcements of vacancies, retention of substitutes, permanent positions, for the purpose of meeting district staffing requirements while complying with established guidelines.
4. Process new hire paperwork including criminal history information, references, and other application materials.
5. Schedule, organize and participate in substitute orientations.
6. Monitor long-term substitute assignments for benefits eligibility and certification requirements, and notify Chief Human Resources Officer and PEIMS Department for approval and access.
7. Prepare listings and distribute the Letters of Reasonable Assurance for para-professionals, auxiliary and all substitute employees. Ensure collection of all substitute LORAs.

8. Review and process all application for student workers, summer school program and maintain all records for auditing purposes.
9. Prepare, distribute, receive, and file substitute Memorandum for Records on substitute's personal file for active/inactive status.
10. Prepare correspondence forms, manuals, substitute packets, slideshows, reports, following district standards and requirements.
11. Maintain active and inactive substitute list and distribute to campus administration maintenance and food service departments.
12. Maintain state and national criminal background checks utilizing the Texas Department of Public Safety (TXDPS), Clearinghouse following Senate Bill 9 fingerprinting requirements for district substitutes and volunteers.
13. Assist Campus users with corrections, maintenance and changes needed on Aesop system to correspond with time cards and payroll documents.
14. Conduct training on new state mandated Safety and Security Training to educate new substitute hires. Follow district safety protocols and emergency procedures.
15. Process, hire and maintain Private Non-Profit (PNP) Tutors.

Substitutes

16. Create Orientation yearly calendar, reserve training room, and notify Chief Human Resources Officer for live viewing on website.
17. Schedule and organize monthly substitute orientations and evaluate, qualify and invite applicants and advise of missing documents in a timely manner.
18. Provide training sessions to district employees for Applitrack and AESOP usage on a one to one basis.
19. Update substitute handbook and all forms for substitute packets.
20. Input information on AESOP for Substitutes and maintain current data, such as telephone numbers, education and certification and provide Substitute Listing to campus Principals.
21. Maintain accurate records for substitute employees on our Skyward Database and AESOP.

Records, Reports, and Correspondence

22. Input demographic information to process background checks on prospective employees, substitutes, volunteers and maintain records.
23. Generate expiring food handler's permit report monthly for all active full time employees. Work with Food Service Supervisor and Director to obtain these permits and update on Skyward Program.
24. Manage and coordinate background applicants requesting observations hours for student teaching by sending correspondence and receiving approval from campus administration.
25. Meet with all applicants or volunteers to resolve any background issues and discuss with Chief Human Resources Officer.
26. Obtain and maintain all documents necessary for fingerprint; schedule appointments and review results on all employees and substitutes.

- 27. Prepare correspondence, forms, manuals, schedules, spreadsheets, graphs, brochures and reports for the Chief Human Resources Officer and other department staff members using personal computer.
- 28. Maintain physical and computerized departmental files.
- 29. Assist with processing Professional, Para-Professional, and Auxiliary new hires.
- 30. Assist in preparing, distributing, posting and closing job vacancy announcements and advertisements; and promoting at local job fairs.
- 31. Purge all substitute files on a yearly basis and ensure proper storage for the Records Storage Department.

Other

- 32. Assist public with information concerning position vacancies, completing the District application including typing test and scanning documents.
- 33. Assist with providing Retirement/Resignation process; and preparation and distribution of employee retirement and resignation confirmation letters.
- 34. Coordinate the district retirement ceremony.
- 35. Maintain confidentiality of information.
- 36. Perform other duties assigned by supervisor.

EQUIPMENT USED

Standard office equipment including personal computer and peripherals, multi-line telephone system, computer, printer, copier, fax machine, and shredder.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
 Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
 Occasional light lifting and carrying (under 15 pounds)
 May work prolonged or irregular hours
 Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: _____ **Date:** _____

Reviewed by: _____ **Date:** _____