

**JOB TITLE:**            ***SUBSTITUTE CALLING CLERK***

**DESCRIPTION OF BASIC RESPONSIBILITIES:**

Independently, but with the guidance of the District Office (Superintendent, Administrative Assistant, Human Resources Technician) and school sites, provide coverage for absent employees.

**SUPERVISOR:**        Superintendent

**TYPICAL DUTIES:**

1.     Retrieve calls daily on employee absenteeism.
2.     Call substitutes to cover this absenteeism. In some part-day absences, it will be necessary to check with site manager or principal to determine if site would prefer to provide coverage to avoid unnecessary expense.
3.     Log the absentees, dates, reason for absence, and substitute covering.
4.     Notify sites daily by telephone of those employees who will be absent, reason for absence, and substitute expected to cover for that employee.
5.     Provide copy of monthly log to Payroll Clerk, after verifying accuracy with sites.
6.     Maintain list of substitutes and monthly logs for your records.
7.     When convenient, honor employee requests and/or provide sensitivity to position being covered. However, time is of the essence. There will be times a decision must be made promptly!

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- employee positions at site locations

**Ability to:**

- establish and maintain accurate records and files
- work with minimal supervision
- maintain positive relationships with staff and substitutes

**EXPERIENCE:**

Experience within the Aromas-San Juan Unified School District preferred.

Aromas-San Juan Unified School District

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**EDUCATION:**

Equivalent to completion of the twelfth grade.

**MEDICAL CATEGORY**

Light Physical Effort

1.        Normally located in a work environment with light physical qualifications and requirements.
2.        Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.