



Job Title: **Substitute Management Administrative Assistant**

Department: **Human Resources**

Supervisor: **Director of Human Resources**

Lane Placement: **ESP Lane 9**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 3**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Human Resources, or designee, the Substitute Management Administrative Assistant is responsible for the configuration/support of the automated substitute procurement system, while maintaining its interface with Skyward and troubleshooting any issues that may arise. The employee serves as the trainer/support for substitute teachers, para-educators, nutrition workers/lunch managers, transportation staff, and administrative assistants by providing orientations, hands on seminars, and answering large numbers of e-mail/telephone questions on a daily basis. The employee also facilitates the payroll process for all substitutes, and other personnel, being paid through the automated substitute procurement system. The employee must have impeccable customer service abilities acting as an ambassador for the District.

ESSENTIAL FUNCTIONS

- Provides outstanding customer support.
- Positive and energetic.
- Ability to successfully multi-task.
- Complete background/reference checks.
- Complete employee verifications.
- Provide training to substitutes regarding the automated substitute procurement system.
- Communicates to substitutes on a regular basis; e.g. announcements, notices, and newsletters.
- Input Substitute assignments into payroll system, sends correspondence, and maintains employee personnel files.
- Evaluates information gathered from multiple sources and reconciles conflicts.
- Proactively communicates, collaborates, and problem solves with all employee groups.
- Utilizes strong analytical and product management skills, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements.
- Utilizes excellent verbal and written communication skills and the ability to interact professionally with diverse groups, e.g. administrators, supervisors, administrative assistants, and District departments.
- Serves as the liaison between IT, Accounting/Payroll and Human Resources teams regarding the automated substitute procurement system.
- Analyzes and assists in resolving computer system problems and issues.
- Assists in monitoring substitute system to ensure data integrity.
- Assists with data entry, as necessary, to ensure smooth system operation.
- Coordinates and performs the transmission of school leave and payroll data between the automated substitute procurement system and SKYWARD.
- Critical deadlines must be met within limited time frames.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires an Associate Degree or high school diploma with equivalent work experience.
- Must have strong computer knowledge. (Excel, Microsoft Word, and preferably Canyons District Systems).
- Requires clerical experience with demonstrated competence.
- Must demonstrate competence in reading, writing, speaking and basic math.
- Requires ability to operate a variety of office machines.
- Requires problem solving and exercise of judgment within present guidelines.
- Requires good interpersonal skills.
- Requires ability to organize work and materials and communicate orally and in writing.
- Requires one to three years prior job-related work experience with demonstrated competence, preferably in the use of computer hardware and software similar to the District's.
- Requires effective interpersonal skills to interact with individual and groups at all organizational levels. Interacts with co-workers in both structured and unstructured situations.
- Requires ability to write clear and concise reports and plans.
- Requires ability to use personal computer-based word processing and/or spreadsheets.
- Requires technical skills to operate data transfer systems.
- Requires ability to troubleshoot system application hardware and/or software.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.

This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/10/2020