



T U L S A

PUBLIC SCHOOLS

Job Title: Substitute Specialist

Reports to: Director of Certified Talent

Department: Talent Management

Compensation: Grade CA-13

Overtime Status: Non-Exempt

Security Access: ESC Only

Date Job Revised: June 20, 2016

Position Summary: Provides timely, accurate, and customer-friendly administration of personnel matters related to employment processes for select employee groups. Ensures personnel files are maintained current and complete to provide timely and accurate information to authorized internal and external customers.

Minimum Qualifications/Job Requirements:

Education:

- High school diploma or equivalent.
- College credit or degree preferred.

Experience:

- At least three year's administrative/clerical experience.
- Human Resources or Principal Secretarial experience preferred.

Specific Training/Skills:

- Demonstrable proficiency with Microsoft Office products including Word, Excel and Outlook.
- Human relations skills critical since major priority is to have qualified subs available.

Other:

- Professional, collegial, team spirited, fast-paced office environment.
- Frequent internal and external customer interaction.
- HRIS Data management through MUNIS and Sub-Finder
- File and records management.

Customer Contacts (Internal and External):

- **Internal:** Supervisors, Principals, Principal Secretaries, employees.
- **External:** Prospective employees, other employers, credit agencies, teacher and support bargaining organizations.

Essential Job Functions:

- Monitor Subfinder, answer phone calls/emails from applicants, subs, teachers & administrators.
- Process sub application, run background, E-verify enter into Subfinder, make folders.
- Hire new subs into Munis.

- Secure long term subs/tract long-term (LT) absences and notify principals the need for NCLB letters.
- Monitor and change LT money in Munis as needed for LT subs.
- Initiate with SDE the on-line Spec Ed modules for LT spec ed subs.
- Presentation one evening a month at the Sub Training/prepare packets to hand out.
- Maintain supply of printed materials/help maintain accuracy of Sub webpage via we master.
- Input into Subfinder all new teachers as well as make changes to teachers' status per transmittals.
- Prepare sub reimbursement invoices to send to vendors when needed.
- Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities with other members of the department / division during peak periods or when there is an overload of duties, and fills in when an individual is away from the work station.

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