

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

11 MONTH SECRETARY/CENTRALIZED SUB COORDINATOR

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years related progressively responsible experience and / or training.
- (3) May substitute an equivalent combination of education and experience for above requirement.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in computer operations. Working knowledge of basic office procedures and the operation of office machines and equipment. Extensive knowledge of the operation and programs of the school system and the capability of software management. Considerable knowledge of office practices, grammar, spelling and business correspondence. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, parents, school personnel and the public. Ability to efficiently and effectively manage multiple tasks in stressed situations.

REPORTS TO:

Director of Personnel

JOB GOAL

To assure the smooth and efficient operation of the district onboarding of quality substitutes, creating a maximum positive impact on the classroom environment, employee satisfaction, engaging classroom environment and increased student learning.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- 1) Perform office routines and practices associated with a busy, productive and smoothly-run office.
- 2) Maintain records as required.
- 3) Receive and route incoming calls; communicate with school office personnel, teachers, substitutes, and district office personnel as necessary.
- 4) Handle office communications between Frontline, Personnel, Finance, and school administration.
- 5) Prepare records, reports, and data corresponding with duties assigned.
- 6) Use positive, effective interpersonal communication skills. Promote the mission of the School Board of Levy County.
- 7) Responsible for a comprehensive training of substitutes in collaboration with Frontline, Finance and the Personnel Department.
- 8) Responsible for notifying school administration of positions not covered each morning with a substitute.
- 9) Perform other incidental tasks.
- 10) Acquire Frontline training and implement procedures related to managing the software.
- 11) Responsible for administering the Substitute and Paraprofessional Test.
- 12) Assist with recruitment.

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- 13) Manage volunteer training, onboarding, paperwork and related duties.
- 14) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement Code 6
Group 4 of the ESP Salary Schedule
DOE Job Code 77391**

Board Approval 01/15/2019