

PUEBLO SCHOOL DISTRICT 60
PROFESSIONAL JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Human Resources Manager - Substitutes
Prepared Date: 9/1/2019
Revised Date: 9/1/2021
Work Year: 220 days
Department: Human Resources
Reports To: Executive Director of Certified Staff
Salary Range: APT Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The Human Resources Manager - Substitutes coordinates all aspects of the substitute teacher program including hiring and termination, managing substitute applications and orientations, and responding to inquiries regarding substitutes or jobs. The manager will interface regularly with teachers, substitutes, school administrators, and staff, run reports, and act as a liaison between HR, IT, payroll, and the application vendor. On occasion, this position will require work from home and contact availability outside the normal work day.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- Any combination of education, training, and/or experience equivalent to: BA Degree in Human Resources or related field, and two (2) years of human resources experience
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous supervisory experience
- Previous experience in K-12 education HR
- Experience/knowledge in Alio Business Management Software.
- Experience/knowledge with Frontline Applicant Tracking System (Applitrack)
- Due to the complexity of duties and training required for the position, a long term commitment is preferred.
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of Human Resources processes, procedures, practices, and policies
- Ability to perform a variety of highly complex, technical duties involving specialized knowledge and independent judgment
- Knowledge of federal and state laws that apply to personnel
- Knowledge and experience with office equipment, personal computers, computer software, and hardware
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to communicate effectively with District staff and the public, both verbally and in writing, in English
- Ability to work cooperatively with others in a diverse educational community
- Excellent written and verbal communication skills
- Ability to prioritize, plan, organize, and execute work independently
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel

within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Manage the substitute application system. Ensure that information contained in the substitute application system is entered efficiently and accurately. Run reports and analyze data. Facilitate district users; act as help desk for all administrative, employee, and substitute users who have problems using the automated system. Troubleshoot system issues with vendor and IT.
- Review jobs daily on absence management system. Actively work in conjunction with substitute calling system, including manual calls, to utilize substitutes and fill the most possible vacancies. On occasion, this position will require work from home and contact availability outside the normal work day.
- Manage the hiring process for both certified and classified substitutes including monitoring the flow of personnel requests and job postings, screening and interviewing processes, reference checks, criminal background checks, and job offers based on established standard operating procedures.
- Screen and evaluate employment applications; Hire substitutes and prepare for and conduct required orientations for all new substitutes.
- Prepare substitute information handbook for distribution.
- Analyze experience and educational qualifications for over 500 substitute employees, including licensing for certified substitutes
- Prepare and maintain personnel files on all substitutes
- Screen, monitor, maintain, employee absence records
- Generate and compile employee absence reports monthly and yearly, by location and reason, by spreadsheet and by chart.
- Reconcile monthly substitute payroll with Employee absences and time-clock records
- Assist and consult with District, Department, and School Administration in developing and establishing substitute requirements
- Communicate regularly and professionally with District Administration to keep them updated and informed of substitute status.
- Assist substitute teacher applicants in the licensure process through the Colorado Department of Education
- Monitor and record unsatisfactory complaints and serve as the first step to corrective action

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Human Resources Administration

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.