

## Union Public Schools Job Description

**Position Title:** Secretary - Substitute Caller  
**Department:** Human Resources  
**Reports To:** Executive Director of Human Resources

**FLSA Designation:** Non-exempt

**SUMMARY:** Placement of substitute teachers, office employees and paraprofessionals, record keeping and such.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Assigns substitutes on a daily basis in the evening and early morning hours.
- Processes all initial hires into the system.
- Processes daily reports for schools.
- Scans and inputs both Certified and Support Employment Applications.
- Processes preliminary background checks on all applications using OSCN.net and non-OCIS county search.
- Correspondence with all administration in regards to the list of new applicants.
- Maintains and processes all Resident/Mentor Teacher information.
- Creates files for Substitute employees.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** *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, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High school diploma or general educational degree (GED); or one (1) to three (3) years related experience and/or training; or equivalent combination of education and experience. Computer experience required.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to verbally communicate in a calm, professional manner to distraught callers and visitors.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but involved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** None.

**PHYSICAL DEMANDS:** *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk and use fingers, tools or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderately quiet.