

POSITION DESCRIPTION

POSITION TITLE: SUBSTITUTE SYSTEM OPERATOR

I. ACCOUNTABILITY OBJECTIVES: To maintain the Substitute Finder data base and manage the Substitute Finder software to provide the highest level of service to the users.

II. POSITION CHARACTERISTICS:

Recruited by: Assistant Superintendent for Personnel

Salary: On schedule

Length of contract: School Year, plus assigned hours

III. POSITION RELATIONSHIPS:

Reports to: Assistant Superintendent for Personnel

Coordinates with: Personnel Assistant; Director of Data Processing; software provider; district staff; substitute staff.

Type of coordination: As directed by administrator or others with coordination responsibilities

IV. POSITION QUALIFICATIONS:

A. Desired training and experience: Course work beyond high school in computer technology; experience working with computer technology; data entry skills.

B. Special requirements of the position: Basic understanding of DOS environment; ability to create directories, sub-directories, and copy files from directory to directory; understanding of how printers work; Wordperfect skills; ability to read, understand, interpret, and follow directives for pre-programmed software; troubleshooting skills.

V. POSITION RESPONSIBILITIES:

A. Monitor performance of SubFinder in the early mornings, return calls as requested on answering machine, work closely with school representatives to make certain positions are filled for that day. Respond to requests and problems in a timely manner, and provide whatever service or instructions necessary.

B. Take initiative to provide instruction to new users. Make appointments and go to the schools when necessary, provide instruction over the phone, check with new substitutes to make certain they understand the process, participate in the fall substitute inservice, prepare or send out available written instructions when a need is identified. Make the new user as comfortable as possible with the process.

C. Maintain substitute data base by adding, deleting or changing substitute information according to prescribed procedures. Make recommendations for changes in substitute application to keep the application current with the present

version of SubFinder or to enhance the matching of staff with subs.

- D. Interact with representatives from each school to transfer teacher/priority list information via disks (prior to opening of school, and as requested thereafter). Monitor that each staff member has a priority list.
- E. Maintain accurate data base of teaching and support staff by adding, deleting or changing information according to prescribed procedures.
- F. Maintain working relationship with software provider to obtain services and use their resources in accordance with Maintenance Agreement.
- G. Work with software provider and Data Processing Dept. to enter new software versions, communicating via modem when necessary.
- H. Keep SubFinder user instructions current, and make certain all users have them (administrators, teachers/support staff, and substitutes).
- I. Monitor substitutes who have been blocked off because they have long-term substitute assignments, and reinstate them at the appropriate time.
- J. Provide schools with paper copies of substitute lists (monthly) which show name, telephone, PIN number, curriculum preferences, etc.
- K. Prepare reports or lists as requested.
- L. Troubleshoot the system to determine disposition of a particular job. Analysis data and report to administrator when requested.
- M. Work cooperatively with the Personnel Assistant to ensure clerical duties associated with the substitute process are completed.
- N. Ability to use word processing software to:
 - 1. interface with SubFinder for report writing, etc.;
 - 2. compose communications to users.
- O. Meet on a regular basis with Personnel Assistant, keep her informed of any changes, problems, etc. Keep designated data processing personnel informed, and request meetings when there are problems to be resolved.
- P. Any other duties as assigned.

1/28/94

H:\My Documents\Position Description\SUBFINDERoperator.doc

