

TITLE: Sub-Caller

QUALIFICATIONS: Pleasant telephone voice and manner.

Communicates well with people.

Proficiency in organizing and filling out paperwork.

REPORTS TO: Assistant Superintendent for Administration

JOB GOAL: To assure that all certified staff is accounted for on a daily basis and that all teachers and nurses have a substitute for them whenever they are absent from school for any reason.

DAILY PERFORMANCE RESPONSIBILITIES:

1. Gathers and organizes all messages taken from the sub caller's answering machine.
2. Arranges for substitutes for teachers and nurses when absent.
3. Answers the sub caller's phone 24 hours a day, whenever possible, and responds appropriately to requests.
4. Compiles a Daily Absence Record of all staff in the district.
5. Determines the account from which the substitute will be paid.
6. Transfers all Daily Absence Record information into the sub caller's notebook before sending the paperwork over to Administration.
7. Reports all the absences to each school in the district, early each morning.