

LIBERTY UNION HIGH SCHOOL DISTRICT
SUBSTITUTE CALLER

DEFINITION

Under the supervision of the Human Resources Department, to perform a wide variety of personnel oriented clerical tasks, including acquiring necessary substitutes for the District and all related departments; and related duties as required.

EXAMPLES OF DUTIES

Acquire substitutes for absent certificated and classified employees; maintain an effective, organized calling and recordkeeping system; maintain lists of current available substitutes; verify with the Human Resources office that certificated substitutes have current credentials; furnish daily lists of absent employees and the substitutes to each site and personnel office; assist in clerical operation of the Human Resources Department; may assist in other areas of clerical activities in times of reduced staff or peak work periods.

QUALIFICATIONS

Knowledge of:

Modern office methods, practices and procedures;
Correct English usage, spelling, grammar and punctuation;
Standard office machines;
Basic computer skills.

Ability to:

Perform a variety of clerical work involving use of independent judgement and requiring accuracy and speed;
Maintain files and records;
Maintain courteous telephone manner;
Understand and carry out verbal and written directions;
Ability to prioritize projects and deadlines;
Maintain confidentiality;
Maintain cooperative relationships with those contacted in the course of work;
Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise, tact and good judgement;
Apply District policies, procedures, and guidelines in the performance of assignments.

Experience:

Office work experience, including public contact.

Education:

Equivalent to the completion of the twelfth grade, preferably supplemented by some college.