

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

PERSONNEL SERVICES TECHNICIAN

DEFINITION

Under general supervision, to monitor the automated Substitute Employee Management System (SEMS); respond to questions regarding SEMS and substituting opportunities within the District; assure proper classroom and employee coverage; prepare and process materials for substitute employees for the school district; and to do related work as required.

RESPONSIBLE TO

Assistant Superintendent, Employer-Employee Relations

DUTIES

1. Check SEMS for employees who are absent and assure proper substitute coverage; generate inquiry report to determine available substitutes; call substitutes for coverage.
2. Notifies schools of absences of employees and substitute service arrangements that have been made.
3. May at times call and secure substitutes for employees on long-term leaves, emergency leaves or long-term illnesses.
4. Register data on SEMS; orient new substitutes on usage of system; submit updated lists of new or inactive substitutes.
5. Respond to employee questions regarding the SEMS system; respond to questions from the public regarding substitute credentials, TB Tests, Fingerprinting, and testing.
6. Enter and process payroll data for new substitutes into District Payroll system.
7. Assist applicants with completing the application packet, as needed. Maintain substitute application files; and all materials as required for employment.
8. Maintain and process current database information, documents and materials for certificated and classified substitutes. Input grade level or classifications and location information or changes for employees and disseminate information.
9. Generates various daily and monthly records and may provide additional reports as requested.

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10. Performs assigned clerical tasks, such as, filing, typing, and preparing forms.
11. Operates office equipment and central telephone system.
12. Update substitute handbooks for classified and certificated substitutes.
13. Receives and greets office callers and refers them to proper persons and/or offices.
14. Maintains inventory of office supplies for the purpose of ensuring availability of required items.
15. May provide additional support for the purpose of hiring certificated and classified employees.
16. Performs other duties as assigned.

QUALIFICATION GUIDE

Knowledge of:

1. Operation of a computer and assigned software and databases including an automated Substitute Employee Management System (SEMS).
2. Interpersonal skills including: tact, patience, and courtesy.
3. Oral and written communication skills.
4. Record-keeping techniques.
5. Modern office practices, procedures, and equipment.
6. Correct English usage, grammar, spelling, and punctuation.
7. District policies, rules, and regulations related to substitute service.

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Ability to:

1. Monitor the automated Substitute Employee Management System (SEMS).
2. Respond to questions regarding SEMS and substitute employment opportunities.
3. Operate a computer and other office equipment.
4. Establish and maintain effective and cooperative working relationships with others.
5. Plan and organize tasks.
6. Meet schedules and time lines.
7. Communicate effectively both orally and in writing.
8. Maintain files and records and prepare reports.
9. Make oral presentations regarding SEMS to employee groups.
10. Perform clerical work independently.
11. Work efficiently with frequent interruption.
12. May be assigned to work flexible hours, on an on-call basis.

TRAINING AND EXPERIENCE

One year of experience in general clerical work; high school diploma or equivalent to the completion of the twelfth grade; or any combination of training and experience that could likely provide the desired knowledge and abilities.

LICENSE

Some positions may require a valid California Driver's License and the ability to qualify for District Vehicle Insurance coverage.

Job Description Adopted: