

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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**TITLE:** **SUBSTITUTE COVERAGE COORDINATOR**

**QUALIFICATIONS:**

1. College degree in a related field or High School diploma and secretarial training or previous experience as a secretary
2. General knowledge of office routines and procedures
3. Operational level office skills including: typing, word processing, filing, copying, calculator use, basic record keeping ability, ability to compose correspondence
4. Must be proficient in Microsoft Office or equivalent software
5. Ability to exercise independent judgment
6. Ability to routinely lift 15 pounds at least 20% of the time
7. Ability to complete tasks that require extraordinary attention to detail and follow through to meet deadlines and commitments
8. Perform repetitive motions and sit for long periods of time
9. Exhibit flexibility and ability to adapt to change
10. Physically move, bend, lift, squat and twist to complete normal daily activities such as moving supplies, boxes or other materials
11. Good telephone voice and manner
12. Ability to remain confidential with student and staff matters
13. Ability to prioritize importance of office functions
14. A criminal history background check and proof of U.S. citizenship or legal resident alien status is required

**REPORTS TO:** Assistant Principal

**POSITION GOAL:**

Process and update substitute employees as necessary and accurately keep records of staff records accordingly.

**ESSENTIAL JOB FUNCTIONS:**

1. Responsible for teacher substitute coverage.
2. Understand how to manage and navigate software necessary for daily teacher coverage and tracking.
3. Send daily report to necessary district shared folders and school personnel.
4. Create and modify absences as necessary.
5. Work with supervisor of departments to ensure coverage and proper tracking of unanticipated mid-day absences of teaching staff.
6. Review emergency procedures with substitutes.
7. For each substitute, distribute schedule, computer, keys, lesson plans, and any other necessary materials.
8. Create coverage chart for in-house coverages. Contact teachers required to complete coverage.
9. Run specialized AESOP reports for administration as requested.
10. Send out daily staff attendance report to all administration.
11. Monitor AESOP throughout the day for emergency coverages.
12. Provide support to substitutes with schedules and technology when necessary.
13. Help teachers manage substitute preferences in AESOP.
14. Performs other tasks related to the efficient operation of the office as assigned.

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the Board.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17  
2<sup>nd</sup> Reading: 10/16/17