



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: ASSIGNING SUBSTITUTES

QUALIFICATIONS:

1. Demonstrates organizational ability as well as interpersonal and problem solving skills.
2. Is a member of the staff of the Holmdel Township Public Schools.
3. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
4. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

JOB GOAL: To provide for the continuity of instruction and for the continuity of office services by contacting substitute personnel and assigning them to specific school buildings in accordance with district procedures.

PERFORMANCE RESPONSIBILITIES:

1. Maintains an up-to-date listing of substitute teachers, substitute lunch/playground aides, substitute bus monitors, substitute nurse and nurse assistants, substitute special education monitors and substitute clerical personnel who have met all district requirements and who have been approved by the Board of Education.
2. Maintains a system of telephones and recording devices in order to obtain incoming telephone calls and messages and make telephone calls at the same time as necessary.
3. Contacts substitute personnel promptly as needed for all instructional, special services and clerical positions in all district schools and administrative offices.
4. Assigns substitute personnel to school buildings and administrative offices promptly in cooperation with building principals or their designees.

5. Maintains accurate records and makes appropriate weekly reports concerning substitute contacts in accordance with the procedure established by the Superintendent or designee.
6. Provides input to the Superintendent or designee in order to facilitate and, as necessary, enhance the substitute personnel procedures.
7. Participates, as needed, in the orientation program(s) for substitute personnel.
8. Maintains confidentiality in the implementation of performance responsibilities.
9. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or designee.

TERMS OF EMPLOYMENT: Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Public Board Meeting
DATE: March 22, 1995
DATE: December 14, 2011