

**RUMSON SCHOOL DISTRICT**

**Rumson, New Jersey**

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**TITLE: BUILDING-LEVEL SUBSTITUTE COORDINATOR**

**RESPONSIBILITIES:**

1. Verifies that all substitute teaching positions are filled and communicates with principals.
2. In addition to requests made to the BOE contracted substitute calling system, receives telephone calls and recorded messages from employees who will be absent; reviews emails, and faxed requests for substitutes.
3. Schedules day-to-day substitutes for absent employees and extra hire requests.
4. Prepare, organize, update, and make available all standard office forms & materials for substitute use under the direction of the principal.
5. Ensures check-in and out of substitutes.
6. Make recommendations to the principal as to the overall improvement of substitute teacher and employee functions.
7. Any/All other duties/responsibilities delegated/directed by the superintendent/principal.

**REPORTS TO:** Principal

**JOB GOAL:** To secure substitute employees for employees who are absent from work on the building level. Ensure that substitutes report to the correct assignment, complete assignments as given and complete work performed.

**TERMS OF EMPLOYMENT:** Stipend and work schedule to be determined by the Board of Education.

**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.

Approved : April 25, 2018