

RUMSON SCHOOL DISTRICT

Rumson, New Jersey

TITLE: DISTRICT-LEVEL SUBSTITUTE COORDINATOR

RESPONSIBILITIES:

1. Works with the Board of Education contracted substitute calling system to ensure that substitutes are qualified by the State and recruits and supports registration of additional substitute teachers as needed.
2. Prepares records and reports of substitute services, as requested.
3. Manages billing with Board of Ed contracted substitute calling system.
4. Manages coverage for long-term and unpaid leave requests.

REPORTS TO: Superintendent

JOB GOAL: To manage the Board of Education Substitute Calling System. Ensure that documentation for payroll is recorded and provided to business office.

TERMS OF EMPLOYMENT: Salary 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