

St. Francis

CATHOLIC HIGH SCHOOL



Job Profile

Job Title:	Substitute Coordinator
Reports to:	Assistant Principal
Date:	1/5/23

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
Full-time <input checked="" type="checkbox"/> 10 months per year	Part-time <input type="checkbox"/>
Salary Range - \$18-\$20 per hour	

General Summary

What is the primary purpose of this position?

The Substitute Coordinator at St. Francis Catholic High School is responsible for the coordination and scheduling of all substitution and supervision needs on campus. The Substitute Coordinator communicates with and secures on-staff and on-call substitutes daily. This position collaborates with Administration, Faculty, and the other Substitute Teachers to ensure daily substitution and supervision needs are covered. The Substitute Coordinator supports all teachers on campus. This is a 10-month, hourly position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Retrieve voicemail and email messages daily from teachers who are unable to be on campus.
- Assign current faculty members and substitutes to cover classes and homerooms for absent teachers. Keep a daily schedule of substitutes used and classes covered and distribute to appropriate parties as needed.
- Prepare any materials needed for substitutes and assemble packets for each class, including existing sub plans from classroom teachers. Ensure materials are returned to teachers after an absence.
- Ensure the security of all exams, quizzes, and classroom work until returned to the classroom teacher.
- Be prepared to contact on-call subs as needed.
- Plan ahead and schedule substitutes for known future absences, such as retreats.
- Coordinate all supervision coverage and provide oversight of substitute teachers. Schedule daily breaks and lunches for substitute teachers. Ensure substitute teachers have assigned duties if not scheduled in a classroom, such as supervision in the library, CLC, Rec Room, at masses, assemblies, etc.
- Send daily email advising all faculty and staff who is off-campus each day.



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- Prepare a weekly report for the Principal and Human Resources on absences for the week.
- Provide substitution and supervision as needed throughout the school day, including covering classes, the library, the CLC, the Rec Room, and at masses and assemblies.
- Coordinate all lunch supervision; manage and communicate the lunch supervision calendar. Assign faculty and staff to daily supervision duties. Provide lunch supervision as needed to fill any gaps in coverage.
- Prepare an end of year report for the Principal and Human Resources indicating total number of blocks subbed over the contracted requirement by on-staff teachers.
- Proctor all makeup finals and early-morning makeup exams.
- Provide or secure proctoring coverage for final exams in the absence of a proctor.
- Foster and support an inclusive educational environment.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor's Degree required, Substitute Credential or Teaching Credential preferred.

Job experience:

Three to five years of experience directly related to the duties and responsibilities specified. Teaching experience is highly desirable.

Technical/Functional skills:

- Strong organizational skills
- Focus on accuracy and strong attention to detail
- Ability to work with a large and diverse population
- Flexibility and willingness to help where needed
- Strong listening skills
- Ability to multitask
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students
- Commitment to fostering culturally competent and inclusive learning environments

Other Requirements:

Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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