



**CLASS TITLE: SUB CALLER
UNIT 1**

BASIC FUNCTION:

Under the direction of the Director-Human Resources, arrange for available substitutes to assure proper coverage for teachers.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Receive messages from absent teachers; notify school personnel of absent employees and substitute replacements via telephone and/or e-mail.

Call and secure substitutes for absent teachers; provide information to substitutes related to assignments.

Operate standard office equipment including a computer and assigned software.

Maintain various records related to substitutes and assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Oral communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Operation of a computer and assigned software.

Basic record-keeping techniques.

ABILITY TO:

Arrange for available substitutes to assure proper coverage for teachers.

Communicate orally with effectiveness.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Maintain various records related to work performed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Evening and variable hours.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.



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Hearing and speaking to exchange information on the telephone.
Seeing to read a variety of materials.