



Job Title	Substitute Dispatch Clerk
Department	Human Resources
Location	School Board Office
Reports to	Director of Human Resources

Type of position:	Maximum Hours: 35 / week
<input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

Reporting to the Director of Human Resources, the Substitute Dispatch Clerk dispatches Teachers-on-Call or Special Services Assistants to the District's schools and performs a variety of related clerical duties using computerized and manual systems. The Substitute Dispatch Clerk works as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies, procedures and collective agreements.

TYPICAL DUTIES

- Receives replacement requests / absence information including approved leaves (from teachers, school principals, secretaries); prioritizes requests; matches vacancy requirements to approved list and assigns / dispatches appropriate substitutes (i.e. advises of school, grade, start times, sundry information); records and maintains monthly placements
- Advises applicable school administrator / secretary on a daily basis of absences and substitutes assigned
- Inputs data to substitute callout system; adjusts, adds or deletes substitutes as required; retrieves, compiles and / or prepares various reports and / or other operational information (e.g. daily substitute list; weekly spreadsheet report; monthly summary by school, numbers, region; annual totals per substitute; leave of absence information); prints and distributes (e.g. monthly report to school)
- Establishes and maintains current master files for approved substitute teachers (including addresses, telephone numbers, qualifications / applicable documentation, areas of expertise, observation reports, etc.)
- Enters data and maintains the currency of the substitute directory, contact numbers and daily availability using the computerized substitute callout system

- Operates standard office equipment including computer (word processing, spreadsheets, computerized substitute callout system), telephone messaging system, printers
- Performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Completion of grade 12 or equivalent, including courses in accounting and personal computers
- Completion of some post-secondary education, preferably an Office Assistant Certificate or equivalent.
- Accounting and payroll experience
- Collective agreement interpretation and application
- Minimum of 3 months on the job experience

REVIEWED BY

Title

APPROVED BY

Title