



# Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9  
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	<b>Human Resources Dispatch Coordinator</b>
Department	Human Resources
Location	School Board Office
Reports to	Director of Human Resources

## GENERAL DESCRIPTION

Reporting to the Director of Human Resources, the Human Resources Dispatch Coordinator monitors teacher and support staff absences. Ensures replacement staff are assigned and called out. Maintains automated call-out system. Reports replacement staff information to payroll.

## TYPICAL DUTIES & RESPONSIBILITIES

- Monitors teaching and support staff absences. Ensures that replacement staff are assigned. Reports absence and replacement information to schools and departments.
- Ensures replacement assignments are administered in accordance with collective agreements and established human resource procedures.
- Monitors and reports future absences to identify dates with large numbers of absences.
- Reassigns replacements based on established priorities when shortages exist.
- Maintains replacement staff data and assignment priorities in the dispatch system. Produces routine dispatch reports such as daily absence and replacement sheets and payroll information.
- Assists in establishing, maintaining and troubleshooting an automated dispatch system. Trains staff in the use of the system.
- Assists with daily system monitoring, updates and backups. Prepares and produces complex reports from automated dispatch system data.
- Reports replacement assignment information to payroll, performs payroll reconciliations and verifies account coding.

## TYPICAL QUALIFICATIONS & SKILLS

- Grade 12.
- Office administration certificate (equivalent to one year of post secondary education)
- Additional courses in human resource management. (equivalent to an additional 3 months of post secondary education).
- One year human resource administration or dispatch experience.

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FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
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FOR CUPE:		<i>Title</i>	CUPE JEMC Representative
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