

REPLACEMENT STAFF FACILITATOR

Division: 4 (Clerical)

Reports to: District Principal - Human Resources

Job Summary

With minimal direction, the Replacement Staff Facilitator performs data entry and clerical duties relating to the placement of casual staff. He/she works cooperatively with other employees and the public.

Duties and Responsibilities

- Contacts replacement staff and outlines assignment details.
- Determines priority of absence requests and appropriate replacement by matching list of absent employees with replacement staff available.
- Assists in coordinating and maintaining School District year-around calendar for scheduled in-service, pro-d and IEP meetings.
- Sets up and maintains a detailed tracking system of absentee teachers, available teachers on call, and replacement staff manually and/or using a computer and the SDS Absence Tracking System.
- Advises school personnel of reported absences and replacements.
- Assists with orientation sessions for new teachers on call.
- Records an accurate transcription of requests for replacement staff in a daily reference log.
- Inputs and retrieves data on the computer relating to replacement staff placement including account coding.
- Plans known future requirements for placement and determines availability for in-service and/or district activities.
- Answers inquiries and relays messages to and from public, parents, students, and other staff by telephone, facsimile, computer, mail, or in person.
- Tracks long-term absences and advises appropriate personnel.
- Keyboards and composes a variety of materials such as correspondence, memoranda and reports.
- Transcribes materials to and from two voice mail systems.
- Tracks comments regarding replacement staff.
- Gathers information in the preparation of various statistical reports.
- Revises, files and maintains a variety of materials including teacher on call applications, teacher on call personnel files, materials and packages for orientation, correspondence, newsletters, and memoranda.
- Completes and submits requisitions, such as maintenance and supplies for computer and other related equipment.
- Maintains teachers on call bulletin board in the School District Administration Office lobby.

- Duplicates, sorts, collates and staples materials.
- Lifts and moves office and paper supplies.
- Performs other clerical or emergent duties.

Equipment Used

Computer, telephone, voice mail/call forward, headphones, photocopier, facsimile machine, calculator, paper cutter, typewriter, and other office related equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent plus an additional program of up to six months.
- At least one years' experience in an office environment or six months= clerical experience in a school office.
- Completion of a crisis management course.
- Keyboarding speed of 45 words per minute.
- Basic level word processing skills.
- Intermediate knowledge of reports, data entry and database computer functions.
- Knowledge of office practises and procedures.
- Ability to use tact, diplomacy and human relations skills for frequent contacts of a difficult, highly pressured, often emotionally-charged situation, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others when dealing with the staff and the public.
- Ability to take initiative and act independently.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work with constant interruptions.
- Ability to perform multiple tasks.
- Ability to maintain close attention to detail for periods of extended duration and to meet deadlines.

Originated: October 26, 2000
Revised: January 1, 2013
Reviewed: February 4, 2015
Replacement Staff Facilitator