

ESCCO – COUNCIL OF GOVERNMENTS

JOB DESCRIPTION

ASSISTANT COORDINATOR SUBSTITUTE CONSORTIUM

Minimum Qualifications:

- Valid Ohio administrator's license
- Experience as a building administrator and/or district level administrative experience
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies
- Proficient in the use of data information systems and Microsoft Office programs – Word, Excel and PowerPoint

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Director of Human Resources and Coordinator Substitute Consortium

Job Objectives:

Assists the Coordinator - Substitute Consortium with securing both licensed/certificated and classified substitutes to meet consortium districts' needs. Provides for employment verification, recruitment and training of substitutes in accordance with ESC-COG administrative procedures.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations: however, the list below is not ranked in order of importance."

- Assists with compliance of unemployment compensation guidelines including annual reasonable assurance notification to all active substitutes
- Assists with the annual renewal process of active substitutes
- Assists with the coordination of background checks for all substitutes
- Participates as needed as a presenter at new substitute onboarding sessions
- Works with consortium member districts in resolving issues with substitute performance
- Participates in Consortium Member User Meetings
- Assists with acclimating districts new to the substitute consortium

- Helps monitor that substitute information is current I.e. ESC-COG Substitute Employee Handbook, Substitute section of the ESC's website and Substitute Onboarding Information
- Stays up to date on software programs used in the management of the Substitute Consortium
- Assists the Coordinator – Substitute Consortium with special projects as directed
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020