JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274

Clerk/Substitute Caller
Revised 7/11

DEFINITION
Under the supervision of the Assistant Superintendent of Human Resources, is responsible for the timely arrangement of all substitute teacher needs in the Tulare Joint Union High School District, does other assigned clerical and record keeping duties as assigned; and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS
- Report to assigned site at the assigned time to begin calling. E
- Complete calling by approximately 7:00 a.m. E
- Additional related duties and tasks as assigned. E
- Learn and use new substitute techniques and programs as requested. E
- Print teacher absence and other absence reports as requested. E
- Provide the absence lists to the secretaries and work on the master list. E
- Keep a master list of current substitutes throughout the year. E
- When informed, keep track of substitutes with specific teaching credentials in order to utilize the services for long-term substitute needs, as necessary. E
- Answer telephone, email requests and communicate in other effective ways. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education
High School Diploma or equivalent

Experience
One year general clerical experience with an emphasis on telephone etiquette desired

Licenses and Other Requirements
DOJ and FBI fingerprint clearance
Negative TB test within the last four years

KNOWLEDGE AND ABILITIES

Knowledge of
- Reading and English communication skills.
- Basic computer skills with applications such as MS Word, MS Excel etc.
- General office procedures and office machines (computer, fax, and copier).
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.

Ability to
1. Read, write, speak, and understand the English language.
2. Perform general office clerical duties.
3. Maintain effective and cooperative relationships with teachers, students, administrators, parents, other employees, and the general public.
4. Type 40 words per minute with speed and accuracy.
5. Operate or learn to operate office equipment, including microcomputers and related software attendance modern applications.
6. Plan and organize work, and meet schedules and timelines and work under pressure.

7. Read and explain rules, regulations, policies, and procedures.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor office environment or other designated work site location as determined by the Assistant Superintendent of HR.

Physical Demands

- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Clarity of vision at varying distances.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Occasional kneeling and bending.
- Reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
- Lifting of objects with a strength factor of light work.