

**BARNSTEAD SCHOOL DISTRICT  
SUBSTITUTE COORDINATOR**

**POSITION:** Substitute Coordinator

**REPORTS TO:** Principal

**TERMS OF EMPLOYMENT:** Stipend position – as established by the Barnstead School Board.

**QUALIFICATIONS:**

- Excellent communication, public relations and telephone skills.
- Ability to work independently without close supervision
- Computer literate
- Excellent organizational skills

**EVALUATION:** Annual performance evaluation by the Principal.

**GENERAL SUMMARY:** Under managerial review, is responsible for scheduling substitutes for faculty and staff that need coverage while absent from their positions.

**PERFORMANCE RESPONSIBILITIES:**

- Coordinate of substitute teacher coverage.
- Is responsible for calling the school's substitute call line and arranging for coverage for faculty and staff who call in absent for the day and for faculty/staff who pre-arrange for coverage for an absence in the future.
- Maintains substitute payroll records, using the substitute sign-in sheet along with paperwork submitted by staff and working cooperatively with SAU bookkeeper.
- Is familiar with daily functions of faculty and staff and is prepared to provide occasional coverage for such faculty/staff in their absence, at the directions of the Principal.
- Maintains confidentiality of school related information
- Provides orientation of new substitutes.
- Maintains and updates the substitute call list.

(First Reading: 9/27/11)

(Approved: 10/11/11)