JOB TITLE: Leave Specialist/Substitute Liaison for Human Resources  
WAGE/HOUR STATUS: Non-Exempt  
REPORTS TO: Director of Human Resources  
TERMS: 226 Days  
DEPARTMENT: Human Resources  
PAY GRADE: Clerical/Para 6

PRIMARY PURPOSE:
Implement district leave program according to established policies, rules, and regulations; process and provide timely notification and communication to employees and supervisors regarding leaves and absences; maintain and operate the substitute calling system and process related documentation for the district; act as the point-of-contact at the district for substitutes

QUALIFICATIONS:

Education/Certification:
High School diploma or GED

Special Knowledge and Skills:
- Knowledge of administration of leave programs and applicable laws
- Ability to interpret and disseminate information to individuals and groups
- Effective communication and interpersonal skills
- Proficiency in keyboarding and file maintenance
- Ability to use software to develop spreadsheets, databases and do word processing
- Knowledge of basic accounting principles
- Ability to implement rules and procedures related to substitutes
- Ability to effectively present information in one-on-one and to small and large groups of employees
- Basic math skills

Experience:
Five years of experience in human resources, insurance, or closely related field, preferred
MAJOR RESPONSIBILITIES AND DUTIES:

Leave Administration:

1. Process all long-term absences according to established guidelines including determining eligibility for various leave programs (e.g., family medical leave and temporary disability leave) and providing employees with appropriate and timely notice.

2. Counsel with employees and supervisors concerning leave benefits and provide employees with accurate information related to absences such as deductions from pay, medical certification requirements, return-to-work dates, and fitness-for-duty requirements.

3. Work cooperatively with payroll department to process and coordinate all employee leaves and absences, including those relating to workers’ compensation claims.

4. Work with campus and departmental administrative staff to process daily absence reports.

Records, Reports, and Correspondence:

5. Track absence data and provide campus principals, other department heads, and others with trend reports.

6. Prepare correspondence, forms, and reports according to district standards and requirements.

7. Maintain employee leave records, including confidential medical information in accordance with federal and state laws and regulations and district policies and procedures.

8. Maintain active and inactive substitute list and distribute to campus principals.

9. Prepare correspondence, forms, manuals, reports, and payment authorizations following district standards and requirements.

10. Compile, maintain, and file all reports, records, and other documents as required.

Substitute System Management:

11. Operate the automated substitute system, including data entry and generation of reports (e.g., substitute lists, absences reports, and utilization reports).

12. Provide training and support to all users of substitute system to ensure correct usage.
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Substitute System Management: (continued)

13. Receive and process requests for substitutes and schedule substitutes as needed to ensure coverage of staff absences

Employment:

14. Prepare, distribute, receive, and process substitute applications; assist with screening of substitute applicants.

15. Schedule, organize, and participate in substitute orientations

16. Monitor long-term substitute assignments for benefits eligibility, certification, and NCLB requirements, and notify Director of Human Resources when parent notification is required

17. Prepare, distribute, receive, and file substitute employee evaluation forms

Payroll and Other Duties:

18. Prepare and submit information required for processing substitute employee payroll, and work cooperatively with payroll and other HR staff to ensure accuracy of leave reports, substitute pay, and eligibility for health insurance coverage

19. Comply with district policies, as well as state and federal laws and regulations

20. Adhere to the district’s safety policies and procedures

21. Maintain confidentiality in the conduct of district business

22. Must be able to perform the essential functions of interacting with district employees in the specific work site assigned (classroom or office setting)

23. Demonstrate regular and prompt attendance

24. Other duties as assigned
JOB DESCRIPTION
LEAVE SPECIALIST/SUBSTITUTE LIAISON FOR HUMAN RESOURCES

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION: Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ________________________________________________

Signature: __________________________________________________ Date: ________________

ESTABLISHED/REVISED: May, 2017