



Longview Independent School District

JOB DESCRIPTION

DISCIPLINE AND SUBSTITUTE COORDINATOR

JOB TITLE:	Discipline and Substitute Coordinator	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	AP Principal	TERMS:	197 Days
DEPARTMENT:	High School	PAY GRADE:	Clerical/Par 4

PRIMARY PURPOSE:

Ensure efficient operation of school administrative office and provide clerical services for school's administrative staff

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge and Skills:

- Proficient typing, word processing, and file maintenance skills
- Effective organizational, communication, and interpersonal skills
- Ability to use personal computer and software to do word processing

Experience:

One to three years secretarial experience, preferably in public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Prepare all Absent From Duty forms for LHS teachers and staff; list substitute and pay amount
2. Prepare instructional materials, using typewriter or personal computer; get lesson plans to the substitute
3. Monitor and process personnel time records
4. Run classroom rolls for substitute
5. Call substitutes when Sub-Finder cannot locate a substitute



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Reception and Phones

6. Make sure all classrooms are covered every day with teacher or substitute
7. Receive incoming calls, take reliable messages, and route to appropriate staff when relieving campus clerk

Files

8. Maintain physical and computerized files including inventory visitor logs and office communication for principal

Other

9. Research substitute pay when their paycheck is not correct
10. Prepare list daily for attendance to pick up substitute rolls
11. Get information from principals on Sub-Finder
12. Secure substitutes during the school day
13. Enter all discipline to get PEIMS number
14. Backup secretary when needed
15. Comply with district policies, as well as state and federal laws and regulations
16. Adhere to the district's safety policies and procedures
17. Maintain confidentiality in the conduct of district business
18. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
19. Demonstrate regular and prompt attendance
20. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine, tardy 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