

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Substitute Caller (Administrative Assistant II classification)

**Terms of Employment:** 10 month contract; 200 days

**FLSA Status:** Non-Exempt

**Reports to:** Assistant Superintendent, Administrative Services

**Brief Description of Position:**

The Substitute Caller is responsible for the timely arrangement of all substitute teacher needs in the Cape Girardeau Public School District, does other assigned clerical and record keeping duties as assigned; and other related duties as required.

**Required Qualifications:**

- High School diploma or equivalent
- One year general clerical experience with an emphasis on telephone etiquette
- Basic computer skills with applications such as Microsoft Word and Excel.
- 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 perform general office clerical duties.
- Ability to maintain effective and cooperative relationships with teachers, students, administrators, parents, other employees, and the general public.
- Ability to operate or learn to operate office equipment, including microcomputers and related software attendance modern applications.
- Ability to plan and organize work, and meet schedules and timelines and work under pressure.
- Ability to read and explain rules, regulations, policies, and procedures.

**Essential Duties and Responsibilities:**

- Report to assigned site at the assigned time to begin calling.
- Work with Assistant Superintendent, Academic Services to schedule Substitute Teacher training.
- Complete and send daily report to buildings by 7:30 a.m.
- Additional related duties and tasks as assigned.
- Learn and use new substitute techniques and programs as requested.
- Print teacher absence and other absence reports as requested.
- Provide the absence lists to the secretaries and work on the master list.
- Keep a master list of current substitutes throughout the year.
- When informed, keep track of substitutes with specific teaching credentials in order to utilize the services for long-term substitute needs, as necessary.
- Answer telephone, email requests and communicate in other effective ways.

- Perform other duties as assigned by Assistant Superintendent, Administrative Services.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Subjected to odors, mists, dust, plant parts and poor ventilation.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Coordinator

Revised: August 2013