

ADMINISTRATIVE PROCEDURE NO. 450**THE ROLE OF THE SUBSTITUTE TEACHER PLACEMENT COORDINATOR**

The Substitute Teacher Placement Coordinator reports to the Associate Superintendent – Personnel, and coordinates the placement of substitute teachers throughout the school division.

Performance Responsibilities

- Projects a positive image with staff, visitors and callers;
- Receives and records substitute teacher requests;
- Contacts and books substitute teachers;
- Compiles and processes new applicants' files for approval;
- Records teacher absences in Masterworks;
- Creates, forwards and edits substitute teacher proof reports;
- Exports substitute teacher data to payroll;
- Collects and creates all invoices and sends to appropriate locations;
- Creates, edits and maintains substitute teacher record system;
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

Performance Appraisal

1. Regular appraisal of the performance of the Substitute Teacher Placement Coordinator is a responsibility of the Associate Superintendent - Personnel. In carrying out this responsibility, it is recognized that the Substitute Teacher Placement Coordinator is entitled to such a review in an objective, fair and straightforward manner so that his/her performance may be as effective as possible for the system.
2. The performance appraisal shall derive primarily from the responsibilities of the as Substitute Teacher Placement Coordinator outlined above.
3. The Associate Superintendent - Personnel and the Substitute Teacher Placement Coordinator will develop and agree upon the procedures for carrying out an effective performance appraisal.