

SUBSTITUTE REGISTRY CLERK Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from high school or possession of a high school equivalency; **OR**
- (b) Two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is clerical work involving responsibility for the development and coordination of a substitute teacher

roster to be utilized by various school districts and day care centers on an as needed basis. The work involves the active recruitment of substitutes for the registry and placement of these substitutes in vacancies throughout the

participating schools. Work is performed at the incumbents home under the general supervision of the Assistant Superintendent of BOCES with some leeway for the exercise of independent judgement in rendering services. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Establishes a substitute teacher roster to meet the needs of the school districts and other community agencies;
- Coordinates substitutes on registry list to ensure vacancies are filled in a timely fashion;
- Interviews potential substitutes by telephone and answers questions regarding the duties and requirements of substitutes;
- Maintains contacts with school districts to assist in solving problems regarding substitute registry and development of improved services and public relations;
- Collects and compiles data and statistics for reports to school districts and BOCES;
- Performs a variety of clerical duties related to the establishment and updating of substitute registry.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the local school district rules and procedures as they apply to substitute teachers;
- Working knowledge of the structure and operation of educational systems;
- Ability to recruit and interview substitutes;
- Ability to plan and coordinate substitutes to insure optimum use of registry services;
- Ability to establish and maintain effective working relationships with others;
- Ability to maintain records and prepare written reports;
- Clerical aptitude; mental alertness; neatness;
- Concern for accuracy; integrity; tact and courtesy;
- Physical condition commensurate with the demands of the position.