



Assist the Human Resources Department with facilitating site substitute coverage using the automated substitute employee management system; greet and assist substitute employees by providing keys, materials and pertinent information

Train, assign and coordinate the work of assigned school personnel; prepare absentee forms as directed; review work for accuracy, completeness and compliance with established guidelines and procedures

Coordinate, schedule and attend a variety of meetings as assigned; prepare and send out notices of meetings; maintain appointment and activity calendar for the school and the principal; reserve facilities; collect and compile information for meetings, projects and workshops; prepare agendas and take minutes as directed

Participate in scheduling and coordinating various special events and other activities as assigned by the position

Prepare personnel requisitions for position or staffing changes using the District systems and based on



