

Director II, Substitute Services

Position Details

Job Code: U7101

Reference Code: A122

Division/Unit: Human Resources

Classification: Licensed Administrator and/or Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for coordinating and managing the recruitment, application, selection, and onboarding processes for all substitute staff members, which includes substitute administrators, substitute teachers, substitute support professionals, certified temporary tutors (CTT), and coaches. Additionally, this position directly oversees the day-to-day operations of substitute staff members including the management of SmartFind, the Clark County School District's Substitute Management System. This position will work closely with site-based and central services administrators in the recruitment, selection, onboarding, and assignment of substitute staff members. This position is directly responsible to the, Deputy Chief, Recruitment/Retention, Development, and Business Processes, Human Resources Division (HRD).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manages/monitors the day-to-day operations of the Sub Central Department.
2. Coordinates and manages the recruitment of substitute staff members to meet the needs of the District.
3. Oversees the application, selection, and onboarding processes for substitute staff members.

4. Monitors the work history and performance of substitute staff members.
5. Generates, tracks, and analyzes a variety of reports (i.e., recruitment, hiring, performance, compliance, absenteeism, etc.) to identify trends, streamline/revise processes, plan professional learning, and create/evaluate department goals and objectives.
6. Oversees payroll processing of all substitute staff members.
7. Assists the Chief Human Resources Officer, Deputy Recruitment/Retention, Development, and Business Processes, and Human Resources administrators with requests and special projects, as assigned.
8. Reviews and audits payroll records for substitute staff members to ensure accuracy (i.e., correct coding, pay rates, assignment type, etc.) and compliance with District policies/regulations and state and federal law (i.e., earning limitations are not exceeded, Critical Labor Shortage (CLS) provisions, etc.).
9. Facilitates professional-learning opportunities to increase the effectiveness of substitute staff members.
10. Investigates concerns reported by schools regarding substitute staff members by gathering/reviewing witness statements, discusses and confers with appropriate school staff, Employee Management Relations (EMR), and/or School Police.
11. Conducts conferences with substitutes staff members who have had reported performance concerns and determines corrective course of action (i.e., professional learning, limiting range of available jobs, termination, etc.).
12. Monitors substitute staff members to ensure compliance with District policies/regulations and state and federal law (i.e., cardiopulmonary resuscitation (CPR) card, licensure, District required videos, etc.). Communicates with internal and external stakeholders when substitute staff members are out of compliance and therefore, no longer eligible for assignments.
13. Develops programs, strategies, and initiatives that would assist in the retention of high quality, effective substitute staff members.
14. Monitors substitute staff member fill rates by region, schools, and classroom type. Strategizes with schools on ways to increase substitute staff member fill rates.
15. Maintains SmartFind to include database maintenance, data entry, system backup, and annual/year-end maintenance and reporting procedures, as appropriate. Ensures the system is functioning properly and issues are rectified quickly through collaboration with SmartFind employees.
16. Provides guidance and training to school administrators, teachers, substitute staff members, and District staff, in the use of SmartFind, payroll procedures, substitute staff member expectations, process for reporting performance

- concerns, etc., through a variety of means and platforms (i.e., face-to-face, webinars, videos, written correspondence, etc.).
17. Maintains a variety of records (i.e., locations, dates, and times of assignments; personnel information; etc.) for the purpose of ensuring accuracy of substitute staff member files and complying with District, federal, and state regulations.
 18. Responds to a variety of inquiries and/or requests regarding substitute staff members.
 19. Assists principals with identifying substitute staff members for vacancy, long-term, and/or unique assignments, as requested.
 20. Selects, trains, supervises, and evaluates the performance of assigned staff.
 21. Performs other duties related to the position, as assigned.
-

Position Expectations

1. Ability to direct work of support professional employees, fostering an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
 2. Ability to implement and monitor effective processes to ensure accuracy and compliance.
 3. Ability to analyze problems, suggest solutions, and implement resolutions.
 4. Ability to communicate effectively in oral and written form.
 5. Ability to interact positively and effectively to solve problems by listening, thinking creatively, and finding solutions within the context of regulations and/or other compliance requirements.
 6. Ability and desire to establish positive relationships with persons regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law, with an active commitment to equal opportunity for all students and staff.
-

Position Requirements

Education and Training

An earned master's degree from an accredited college or university or currently serving as a professional-technical or licensed employee with the Clark County School District. A bachelor's degree from an accredited college or university and at least five (5) years

successful experience related to the position may be substituted for the master's degree and license and certificate requirement.

Licenses and Certifications

1. Must possess or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. A valid driver's license or state-issued identification card.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement, if applicable; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement, if applicable.
2. A minimum of two (2) years' experience as a contracted administrator in an accredited K-12 public or private school or a minimum of two (2) years contracted administrative experience in a related position.
3. Experience working in human resources to include experience related to employee recruitment, selection, and/or assignment.
4. Experience in project management.

-OR-

5. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
6. Minimum of five (5) years successful experience in a human resources administrative position, a school-based administrative position, or a combination of both.
7. Experience working in human resources to include experience related to employee recruitment, selection, and/or assignment.
8. Experience in project management.

Preferred Qualifications

Knowledge of and experience with administering a comprehensive personnel program in conformity with Clark County School District Board of Trustees policy, administrative regulations, budget constraints, and established personnel practices.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 03/16/23
- Created: 08/30/17