



# CREATING YOUR JOB DESCRIPTION FORMAT

EXAMPLES TO CONSIDER

## HOW TO USE THIS DOCUMENT

This document aspires to support job description redesign work. It utilizes a sample district job description from the Phoenix Elementary School District (Substitute Technician/Human Resources Technician) on as a baseline version and then provides subsequent versions of alternate formatting and content considerations.

### Notes:

PESD #1 may have specific rationale for why certain features need to remain unchanged (e.g., inclusion of a LANGUAGE SKILLS heading; inclusion of a QUALIFICATIONS AND REQUIREMENTS HEADING). This document is meant to offer considerations and not advocate for a specific format.

The information box included in the baseline job description includes specific information that might be utilized by the HR department for other purposes like the job posting process. This document proposes adding some additional content and it is understood that those proposals may not be appropriate for the intended purpose. That said, these inclusions to the information box saved space in other areas so that is why these considerations were included.

The box below summarizes the current features in the baseline job description.

### Revised Job Description Features for Substitute Technician/Human Resources Technician

Keeps length at 2 pages.

Utilizes the following headings: (1) Job Summary; (2) Essential Duties and Responsibilities; (3) Knowledge, Skills, and Abilities; (4) Supervisory Responsibilities; (5) Preferred Education and/or Experience; (6) Language Skills; (7) Qualifications and Requirements; (8) Physical Demands; (9) Work Environment; (10) Terms of Employment; and (11) Notices.

Includes a box at the top of the job description with the following content: (1) Reports To; (2) Division; (3) Classification; (4) Job Site; and (5) Governing Board Approval.

Includes essential functions disclaimer statement in *Notices* heading.

Includes reasonable accommodation disclaimer statements in multiple headings (Physical Demands, Work Environment, and Qualifications and Requirements).

Includes *discrimination prohibited* statement in *Notices* heading.

Includes Equal Opportunity statement in *Notices* heading.

Includes statement in *Notices* heading on providing access and reasonable accommodations for individuals with disabilities.

## Substitute Technician / Human Resources Technician

**Reports to:** Director of Human Resources      **Division:** Human Resources  
**Classification:** Support Staff /Grade 11 non-exempt   **Job Site:** Emerson Court  
**Governing Board Approval:**

Current  
PESD JD

### **JOB SUMMARY:**

Without a teacher, how can a classroom full of students learn? The Substitute Specialist is the unsung hero monitoring and fulfilling the substitute needs in schools across all of PESD #1, ensuring teacher absences do not have an unnecessarily negative impact on student learning. This position requires an individual to monitor and fulfill needs for substitute educators across all campuses in the Phoenix Elementary School District. This role is responsible for a variety of duties within the Human Resources department, and for maintaining records and complying with various district, state, and federal regulations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Collaborates with outside vendors to meet district's needs for substitute teachers
- Creates and edits human resources records and regularly audits employee information for accuracy
- May work with Position Control Inventory as assigned
- Interfaces with attendance and timekeeping records software to verify substitute assignment and hours worked to meet payroll deadlines
- Provides excellent customer service to all applicants, members of the public, and district employees
- Processes personnel action documents (PARs), distributing copies to appropriate areas
- Maintains orderly and updated personnel records in paper and digital files
- Processes new hires, personnel changes, and exits, coordinating with supervisor as necessary
- Submits new hire information and personnel changes for Governing Board approval
- Communicates necessary information to enable all staff members of Human Resources to perform their duties
- Acts as a liaison for substitute personnel, interpreting and answering questions pertaining to human resource functions and employee rights and responsibilities
- Obtains information necessary to answer requests for employment verification, unemployment insurance and other government requests
- Provides backup coverage for reception as assigned
- Performs other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Candidate must have the ability to:

- Interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District
- Utilize business English, punctuation, grammar, and spelling
- Code, classify, record, retrieve, and verify routine human resources information
- Maintain accurate records and employ confidentiality where required
- Understand Arizona and Federal Department of Education requirements and regulations
- Apply human resource management practices and provide excellent customer service without bias
- Use complex computer software programs
- Work independently with minimum supervision, prioritize multiple tasks, meet deadlines, and take direction
- Understand and carry out complex oral and written instructions
- Communicate effectively, orally and in writing
- Establish and maintain effective working relationships with colleagues
- Establish excellent judgment and exhibit integrity
- Perform duties with awareness of all district requirements and Governing Board policies
- Maintain knowledge of department organization, methods, standards, and practices
- Communicates necessary information to enable all staff members of Human Resources to perform their duties
- Interpret District policy when processing all employee paperwork and when answering employee requests
- Interpret and answer questions arising from employees about human resources' functions and help employees understand their rights and responsibilities as employees of the district
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form

### **SUPERVISORY RESPONSIBILITIES:**

None

### **PREFERRED EDUCATION AND/OR EXPERIENCE:**

- A High School diploma or equivalent required
- Combination of experience and training that provides the required knowledge, skills, and abilities to perform the function of a Human Resources Technician
- Experience interacting with and placing substitute teachers preferred

### **LANGUAGE SKILLS:**

- Ability to write professional reports and business correspondence
- Ability to effectively present information and respond to questions from administrators, staff, and the general public.
- Bilingual preferred

### **QUALIFICATIONS AND REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee must use hands, arms and fingers to input data, handle, feel or reach. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud and can vary in temperature.

The nature of this position is fast-paced and may occasionally be thought of as stressful.

Through interaction with the public and other district employees, the employee may encounter different scents.

### **TERMS OF EMPLOYMENT**

This position is treated as a full-time, non-exempt position under the Fair Labor Standards Act.

### **NOTICES**

The statements in this job description describe the essential function and requirements as assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employees must be able to pass a pre-employment drug test and extensive fingerprint and background check.

Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, gender identity gender expression, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.

PESD1 is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Lauren Pagnotta, HR Supervisor, at (602) 257-6072 at least 3 days in advance.

- Moves the information box to the second page and includes additional content (i.e., FLSA status; Supervisory Responsibilities).
- Removes TERMS OF EMPLOYMENT and places an FLSA status in the information box instead.
- Eliminates SUPERVISORY RESPONSIBILITIES and moves into information box.
- Adds language to other duties as assigned to read: "Performs other duties related to the position as assigned."
- Adds a QUALIFICATIONS heading to group all qualifications together and included sub-headings (i.e., MINIMUM EDUCATION AND EXPERIENCE; PREFERRED EDUCATION AND/OR EXPERIENCE; SPECIALIZED TRAINING, CERTIFICATIONS, AND/OR OTHER SPECIAL REQUIREMENTS; KNOWLEDGE, SKILLS, AND ABILITIES).
- Adds SPECIALIZED TRAINING, CERTIFICATIONS, AND/OR OTHER SPECIAL REQUIREMENTS as noted above and includes a section from the NOTICES content (Employees must be able to pass a pre-employment drug test and extensive fingerprint and background check).
- Adds MINIMUM EDUCATION AND/OR EXPERIENCE as a sub-heading and includes content from the PREFERRED EDUCATION AND/OR EXPERIENCE heading (i.e., high school diploma; combination of experience and training that provides the required knowledge, skills, and abilities to perform the function of a HR Technician).
- Removes LANGUAGE SKILLS and places the content under different headings (KSA and Preferred Education and Experience).
- Includes KSAs under QUALIFICATIONS.
- Adds a WORKING CONDITIONS heading with the reasonable accommodations language underneath.
- Removes the QUALIFICATIONS AND REQUIREMENTS heading and puts the content in the NOTICES section.
- Adds some branding (PESD logos) to see if the 2-page length could still be maintained.

## Substitute Technician / Human Resources Technician



### JOB SUMMARY

Without a teacher, how can a classroom full of students learn? The Substitute Specialist is the unsung hero monitoring and fulfilling the substitute needs in schools across all of PESD #1, ensuring teacher absences do not have an unnecessarily negative impact on student learning.

This position requires an individual to monitor and fulfill needs for substitute educators across all campuses in the Phoenix Elementary School District. This role is responsible for a variety of duties within the Human Resources department, and for maintaining records and complying with various district, state, and federal regulations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborates with outside vendors to meet district's needs for substitute teachers
- Creates and edits human resources records and regularly audits employee information for accuracy
- May work with Position Control Inventory as assigned
- Interfaces with attendance and timekeeping records software to verify substitute assignment and hours worked to meet payroll deadlines
- Provides excellent customer service to all applicants, members of the public, and district employees
- Processes personnel action documents (PAR's), distributing copies to and appropriate areas
- Maintains orderly and updated personnel records in paper and digital files
- Processes new hires, personnel changes, and exits, coordinating with supervisor as necessary
- Submits new hire information and personnel changes for Governing Board approval
- Communicates necessary information to enable all staff members of Human Resources to perform their duties
- Acts as a liaison for substitute personnel, interpreting and answering questions pertaining to human resource functions and employee rights and responsibilities
- Obtains information necessary to answer requests for employment verification, unemployment insurance, and other government requests
- Provides backup coverage for reception as assigned
- Performs other duties related to the position as assigned

### QUALIFICATIONS

#### **MINIMUM EDUCATION AND/OR EXPERIENCE:**

- A High School diploma or equivalent required
- Combination of experience and training that provides the required knowledge, skills, and abilities to perform the function of a Human Resources Technician

#### **PREFERRED EDUCATION AND/OR EXPERIENCE:**

- Experience interacting with and placing substitute teachers
- Bilingual language skills

#### **SPECIALIZED TRAINING, CERTIFICATIONS, AND/OR OTHER SPECIAL REQUIREMENTS**

- Employees must be able to pass a pre-employment drug test and extensive fingerprint and background check.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Candidate must have the ability to:**

- Interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District
- Utilize business English, punctuation, grammar, and spelling
- Code, classify, record, retrieve, and verify routine human resources information
- Maintain accurate records and employ confidentiality where required
- Understand Arizona and Federal Department of Education requirements and regulations
- Apply human resource management practices and provide excellent customer service without bias
- Use complex computer software programs
- Work independently with minimum supervision, prioritize multiple tasks, meet deadlines, and take direction
- Understand and carry out complex oral and written instructions

- Moves the information box to the second page and includes additional content (i.e., FSLA status; Supervisory Responsibilities).
- Removes TERMS OF EMPLOYMENT and places an FSLA status in the information box instead.
- Eliminates SUPERVISORY RESPONSIBILITIES and moves into information box.
- Adds language to other duties as assigned to read: "Performs other duties related to the position as assigned."
- Adds a QUALIFICATIONS heading to group all qualifications together and included sub-headings (i.e., MINIMUM EDUCATION AND EXPERIENCE; PREFERRED EDUCATION AND/OR EXPERIENCE; SPECIALIZED TRAINING, CERTIFICATIONS, AND/OR OTHER SPECIAL REQUIREMENTS; KNOWLEDGE, SKILLS, AND ABILITIES).
- Adds SPECIALIZED TRAINING, CERTIFICATIONS, AND/OR OTHER SPECIAL REQUIREMENTS as noted above and includes a section from the NOTICES content (Employees must be able to pass a pre-employment drug test and extensive fingerprint and background check).
- Adds MINIMUM EDUCATION AND/OR EXPERIENCE as a sub-heading and includes content from the PREFERRED EDUCATION AND/OR EXPERIENCE heading (i.e., high school diploma; combination of experience and training that provides the required knowledge, skills, and abilities to perform the function of a HR Technician).
- Removes LANGUAGE SKILLS and places the content under different headings (KSA and Preferred Education and Experience).
- Includes KSAs under QUALIFICATIONS.
- Adds a WORKING CONDITIONS heading with the reasonable accommodations language underneath.
- Removes the QUALIFICATIONS AND REQUIREMENTS heading and puts the content in the NOTICES section.
- Adds some branding (PESD logos) to see if the 2-page length could still be maintained.

- Communicate effectively, orally and in writing
- Establish and maintain effective working relationships with colleagues
- Establish excellent judgment and exhibit integrity
- Perform duties with awareness of all district requirements and Governing Board policies
- Maintain knowledge of department organization, methods, standards, and practices
- Communicates necessary information to enable all staff members of Human Resources to perform their duties
- Interpret District policy when processing all employee paperwork and when answering employee requests
- Interpret and answer questions arising from employees about human resources' functions and help employees understand their rights and responsibilities as employees of the district
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form

**WORKING CONDITIONS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee must use hands, arms and fingers to input data, handle, feel or reach. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision and depth perception.

**WORK ENVIRONMENT:**

The noise level in the work environment is moderate to loud and can vary in temperature. The nature of this position is fast-paced and may occasionally be thought of as stressful. Through interaction with the public and other district employees, the employee may encounter different scents.

Reports to:	Director of Human Resources	Division: Human Resources
Classification:	Support Staff /Grade 11	Job Site: Emerson Court
FSLA Status:	Full-time, non-exempt position	Supervisory Responsibilities: None
G.B. Approval:		

**NOTICES**

The statements in this job description describe the essential function and requirements as assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. PESD#1 is committed to providing access and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation in the application process, contact Lauren Pagnotta, HR Supervisor, at (602) 257-6072 at least 3 days in advance.



Empty box for notes.

- Maintains some of the features in Version #1.
- Includes a concept of breaking out the KSAs into separate categories (i.e., knowledge of; skilled in; and ability to).
- Adds Core Competencies as another component under KSAs to provide an opportunity to get at dispositions necessary for the position (e.g., adaptability, inclusiveness).
- Maintains the QUALIFICATIONS AND REQUIREMENTS heading from the baseline job description but it eliminates the sentence that reads: "The requirements listed below are representative of the knowledge, skills, and/or ability required." The first sentence in the NOTICES heading may cover this content.
- Adds language to the NOTICES heading that job descriptions are subject to change.

## Substitute Technician / Human Resources Technician



<b>Reports to:</b>	<b>Director of Human Resources</b>	<b>Division:</b> Human Resources
<b>Classification:</b>	<b>Support Staff /Grade 11</b>	<b>Job Site:</b> Emerson Court
<b>FSLA Status:</b>	<b>Full-time, non-exempt position</b>	<b>Supervisory Responsibilities:</b> None
<b>Governing Board Approval:</b>		

Empty box for notes.

### JOB SUMMARY

Without a teacher, how can a classroom full of students learn? The Substitute Technician is the unsung hero monitoring and fulfilling the substitute needs in schools across all of PESD #1, ensuring teacher absences do not have an unnecessarily negative impact on student learning. This position requires an individual to monitor and fulfill needs for substitute educators across all campuses in the District. This role is responsible for a variety of duties within the Human Resources department, and for maintaining records and complying with various district, state, and federal regulations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborates with outside vendors to meet district's needs for substitute teachers
- Creates and edits human resources records and regularly audits employee information for accuracy
- May work with Position Control Inventory as assigned
- Interfaces with attendance and timekeeping records software to verify substitute assignment and hours worked to meet payroll deadlines
- Provides excellent customer service to all applicants, members of the public, and district employees
- Processes personnel action documents (PAR's), distributing copies to and appropriate areas
- Maintains orderly and updated personnel records in paper and digital files
- Processes new hires, personnel changes, and exits, coordinating with supervisor as necessary
- Submits new hire information and personnel changes for Governing Board approval
- Communicates necessary information to enable all staff members of Human Resources to perform their duties
- Acts as a liaison for substitute personnel, interpreting and answering questions pertaining to human resource functions and employee rights and responsibilities
- Obtains information necessary to answer requests for employment verification, unemployment insurance, and other government requests
- Provides backup coverage for reception as assigned
- Performs other duties as assigned

### QUALIFICATIONS

#### **MINIMUM EDUCATION AND/OR EXPERIENCE:**

- A High School diploma or equivalent required
- Combination of experience and training that provides the required knowledge, skills, and abilities to perform the function of a Human Resources Technician

#### **PREFERRED EDUCATION AND/OR EXPERIENCE:**

- Experience interacting with and placing substitute teachers
- Bilingual

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Arizona and Federal Department of Education requirements and regulations
- Complex computer software programs

##### **Skilled in:**

- Applying human resource management practices and providing excellent customer service without bias
- Interfacing effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District

- Maintains some of the features in Version #1.
- Includes a concept of breaking out the KSAs into separate categories (i.e., knowledge of; skilled in; and ability to).
- Adds Core Competencies as another component under KSAs to provide an opportunity to get at dispositions necessary for the position (e.g., adaptability, inclusiveness).
- Maintains the QUALIFICATIONS AND REQUIREMENTS heading from the baseline job description but it eliminates the sentence that reads: "The requirements listed below are representative of the knowledge, skills, and/or ability required." The first sentence in the NOTICES heading may cover this content.
- Adds language to the NOTICES heading that job descriptions are subject to change.

- Effectively presenting information and responding to questions from administrators, staff, and the general public.
- Writing professional reports and business correspondence

**Ability to:**

- Utilize business English, punctuation, grammar, and spelling
- Code, classify, record, retrieve, and verify routine human resources information
- Maintain accurate records and employ confidentiality where required
- Understand and carry out complex oral and written instructions
- Communicate effectively, orally and in writing
- Establish and maintain effective working relationships with colleagues
- Establish excellent judgment and exhibit integrity
- Maintain knowledge of department organization, methods, standards, and practices
- Communicates necessary information to enable all staff members of HR to perform their duties
- Interpret District policy when processing all employee paperwork and when answering employee requests
- Interpret and answer questions arising from employees about human resources' functions and help employees understand their rights and responsibilities as employees of the district
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Work independently with minimum supervision, prioritize multiple tasks, meet deadlines, and take direction
- Perform duties with awareness of all district requirements and Governing Board policies
- Solving practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

**Core Competencies:**

- Adaptability
- Communication
- Customer/Quality Focus
- Inclusiveness

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee must use hands, arms and fingers to input data, handle, feel or reach. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud and can vary in temperature. The nature of this position is fast-paced and may occasionally be thought of as stressful. Through interaction with the public and other district employees, the employee may encounter different scents.

**QUALIFICATIONS AND REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**NOTICES**

The statements in this job description describe the essential functions and requirements as assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job descriptions are subject to change. Employees must be able to pass a pre-employment drug test and extensive fingerprint and background check. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. PESD #1 is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Lauren Pagnotta, HR Supervisor, at (602) 257-6072 at least 3 days in advance.

## Substitute Technician / Human Resources Technician



- Maintains some features from prior versions.
- Adds disclaimer language under the ESSENTIAL DUTIES AND RESPONSIBILITIES heading.
- Introduces the idea of REQUIREMENTS heading as a place to put minimum requirements and differentiate between need to have(required) and nice to have (preferred).
- Includes a WORKING CONDITIONS heading that contains all the content related to physical demands and work environment but does not break out into separate sub-headings.
- Includes a DISCLAIMER heading that includes content on essential functions, other duties as assigned, and changes to job descriptions.
- Takes the “other duties as assigned” language out of the ESSENTIAL DUTIES AND RESPONSIBILITIES SECTION and puts it as part of the DISCLAIMER section.
- Adds language to the DISCLAIMER heading that “job description is subject to change by the employer as the organizational needs and requirements of the job change.”
- Reduces the NOTICES section by adding a DISCLAIMER section.
- Includes a statement related to the mission.
- Includes a “What You’ll Love About US!” statement as part of an HR branding strategy.

<b>DIVISION:</b> Human Resources	<b>REPORTS TO:</b> Director of Human Resources
<b>CLASSIFICATION:</b> Support Staff /Grade 11	<b>SUPERVISION EXERCISED:</b> NA
<b>SUPERVISORY RESPONSIBILITIES:</b> None	<b>FSLA STATUS:</b> Full-time, non-exempt position
<b>G.B. APPROVAL:</b> 9-20-19	<b>JOB SITE:</b> Emerson Court

**JOB SUMMARY**

Without a teacher, how can a classroom full of students learn? The Substitute Specialist is the unsung hero monitoring and fulfilling the substitute needs in schools across all of PESD #1, ensuring teacher absences do not have an unnecessarily negative impact on student learning. This position requires an individual to monitor and fulfill needs for substitute educators across all campuses in the district. This role is responsible for a variety of duties within the Human Resources department, and for maintaining records and complying with various district, state, and federal regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty, as well as the listed knowledge, skills, and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Collaborates with outside vendors to meet district’s needs for substitute teachers
- Creates and edits human resources records and regularly audits employee information for accuracy
- Interfaces with attendance and timekeeping records software to verify substitute assignment and hours worked to meet payroll deadlines
- Provides excellent customer service to all applicants, members of the public, and district employees
- Processes personnel action documents (PAR’s), distributing copies to and appropriate areas
- Maintains orderly and updated personnel records in paper and digital files
- Processes new hires, personnel changes, and exits, coordinating with supervisor as necessary
- Submits new hire information and personnel changes for Governing Board approval
- Communicates necessary information to enable all staff members of Human Resources to perform their duties
- Acts as a liaison for substitute personnel, interpreting and answering questions pertaining to human resource functions and employee rights and responsibilities
- Obtains information necessary to answer requests for employment verification, unemployment insurance, and other government requests
- Provides backup coverage for reception as assigned

**KNOWLEDGE, SKILLS AND ABILITIES**

- Interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District
- Utilize business English, punctuation, grammar, and spelling
- Code, classify, record, retrieve, and verify routine human resources information
- Maintain accurate records and employ confidentiality where required
- Understand Arizona and Federal Department of Education requirements and regulations
- Apply human resource management practices and provide excellent customer service without bias
- Use complex computer software programs
- Work independently with minimum supervision, prioritize multiple tasks, meet deadlines, and take direction
- Understand and carry out complex oral and written instructions
- Communicate effectively, orally and in writing
- Establish and maintain effective working relationships with colleagues
- Establish excellent judgment and exhibit integrity
- Perform duties with awareness of all district requirements and Governing Board policies
- Maintain knowledge of department organization, methods, standards, and practices
- Communicates necessary information to enable all staff members of Human Resources to perform their duties
- Interpret District policy when processing all employee paperwork and when answering employee requests
- Interpret and answer questions arising from employees about human resources’ functions and help employees understand their rights and responsibilities as employees of the district
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization



- Maintains some features from prior versions.
- Adds disclaimer language under the ESSENTIAL DUTIES AND RESPONSIBILITIES heading.
- Introduces the idea of REQUIREMENTS heading as a place to put minimum requirements and differentiate between need to have(required) and nice to have (preferred).
- Includes a WORKING CONDITIONS heading that contains all the content related to physical demands and work environment but does not break out into separate sub-headings.
- Includes a DISCLAIMER heading that includes content on essential functions, other duties as assigned, and changes to job descriptions.
- Takes the “other duties as assigned” language out of the ESSENTIAL DUTIES AND RESPONSIBILITIES SECTION and puts it as part of the DISCLAIMER section.
- Adds language to the DISCLAIMER heading that “job description is subject to change by the employer as the organizational needs and requirements of the job change.”
- Reduces the NOTICES section by adding a DISCLAIMER section.
- Includes a statement related to the mission.
- Includes a “What You’ll Love About US!” statement as part of an HR branding strategy.

- exists
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form

**REQUIREMENTS:**

- A High School diploma or equivalent required
- Combination of experience and training that provides the required knowledge, skills, and abilities to perform the function of a Human Resources Technician
- Ability to write professional reports and business correspondence
- Ability to effectively present information and respond to questions from administrators, staff, and the general public.

**PREFERRED EDUCATION AND/OR EXPERIENCE:**

- Experience interacting with and placing substitute teachers
- Bilingual

**WORKING CONDITIONS**

The working conditions described here are representative of those that must be met/encountered by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee must use hands, arms and fingers to input data, handle, feel or reach. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision and depth perception. The noise level in the work environment is moderate to loud and the temperature can vary. The nature of this position is fast-paced and may occasionally be thought of as stressful. Through interaction with the public and other district employees, the employee may encounter different scents. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**DISCLAIMER**

The statements in this job description describe the essential functions and requirements as assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. In addition, you may be required to perform other related duties as assigned. The job description is subject to change by the employer as the organizational needs and requirements of the job change.

**NOTICES**

Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, gender identity gender expression, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. PESD #1 is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Lauren Pagnotta, HR Supervisor, at (602) 257-6072 at least 3 days in advance.



**INSPIRING EVERY CHILD TO ACHIEVE**

At Phoenix Elementary School District #1, we are Inspiring Every Child to Achieve! Our 14 schools are in the heart of Phoenix. We’re looking for passionate people who want to shape the future to join in our mission. The education of our children is a shared responsibility among our community. We encourage you to apply for the opportunity to be part of that community.

**WHAT YOU’LL LOVE ABOUT US!**

- Transforming lives is our passion.
- We are in the heart of hip Phoenix.
- We are educating the future leaders of Phoenix.
- We are accessible by Phoenix Light Rail.
- We want you to relax and refuel with healthy vacation time.
- We have University partners that offer discounted tuition.



- Maintains some features from prior versions.
- Reformats the information box.
- Puts the Job Title in the information box.
- Groups the essential duties under categories.
- Utilizes JOB SPECIFICATIONS as a heading and puts all requirements under that, including working conditions.
- Includes a sub-heading of Core Competencies.
- Includes a heading WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY and modifies the physical demands verbs (e.g., stand, sit, walk, hear) to be more ADA compliant (traverse, move, communicate).
- Adds language to the NOTICES heading that “job description is subject to change by the employer as the organizational needs and requirements of the job change.”
- Includes a branding statement and map.

<b>JOB TITLE:</b> Substitute Technician/Human Resources Technician	<b>CLASSIFICATION:</b> Support Staff /Grade 11
<b>JOB SITE:</b> Emerson Court	<b>DIVISION:</b> Human Resources
<b>FSLA STATUS:</b> Full-time, non-exempt position	<b>SUPERVISION RECEIVED:</b> Director of Human Resources
<b>REVISION DATE:</b> 9-20-19	<b>SUPERVISION EXERCISED:</b> NA

**JOB SUMMARY**

Without a teacher, how can a classroom full of students learn? The Substitute Specialist is the unsung hero monitoring and fulfilling the substitute needs in schools across all of PESD #1, ensuring teacher absences do not have an unnecessarily negative impact on student learning. This position requires an individual to monitor and fulfill needs for substitute educators across all campuses in the district. This role is responsible for a variety of duties within the Human Resources department, and for maintaining records and complying with various district, state, and federal regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Employee Relations:**

- Acts as a liaison for substitute personnel, interpreting and answering questions pertaining to human resource functions and employee rights and responsibilities
- Maintains orderly and updated personnel records in paper and digital files
- Obtains information necessary to answer requests for employment verification, unemployment insurance, and other government requests
- Interfaces with attendance and timekeeping records software to verify substitute assignment and hours worked to meet payroll deadlines

**Customer Service:**

- Provides excellent customer service to all applicants, members of the public, and district employees
- Collaborates with outside vendors to meet district’s needs for substitute teachers

**Communication:**

- Communicates necessary information to enable all staff members of Human Resources to perform their duties
- Provides backup coverage for reception as assigned

**Maintain Employment Records:**

- Creates and edits human resources records and regularly audits employee information for accuracy
- Processes new hires, personnel changes, and exits, coordinating with supervisor as necessary
- Submits new hire information and personnel changes for Governing Board approval
- Processes personnel action documents (PAR’s), distributing copies to and appropriate areas

**JOB SPECIFICATIONS**

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

- A High School diploma or equivalent required
- Combination of experience and training that provides the required knowledge, skills, and abilities to perform the function of a Human Resources Technician

**PREFERRED EDUCATION AND/OR EXPERIENCE:**

- Experience interacting with and placing substitute teachers
- Bilingual

- Maintains some features from prior versions.
- Reformats the information box.
- Puts the Job Title in the information box.
- Groups the essential duties under categories.
- Utilizes JOB SPECIFICATIONS as a heading and puts all requirements under that, including working conditions.
- Includes a sub-heading of Core Competencies.
- Includes a heading WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY and modifies the physical demands verbs (e.g., stand, sit, walk, hear) to be more ADA compliant (traverse, move, communicate).
- Adds language to the NOTICES heading that “job description is subject to change by the employer as the organizational needs and requirements of the job change.”
- Includes a branding statement and map.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Arizona and Federal Department of Education requirements and regulations
- Complex computer software programs

**Skilled in:**

- Applying human resource management practices and providing excellent customer service without bias
- Interfacing effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District
- Effectively presenting information and responding to questions from administrators, staff, and the general public.
- Writing professional reports and business correspondence

**Ability to:**

- Utilize business English, punctuation, grammar and spelling
- Code, classify, record, retrieve and verify routine human resources information
- Maintain accurate records and employ confidentiality where required
- Understand and carry out complex oral and written instructions
- Communicate effectively, orally and in writing
- Establish and maintain effective working relationships with colleagues
- Establish excellent judgment and exhibit integrity
- Maintain knowledge of department organization, methods, standards, and practices
- Communicates necessary information to enable all staff members of HR to perform their duties
- Interpret District policy when processing all employee paperwork and when answering employee requests
- Interpret and answer questions arising from employees about human resources’ functions and help employees understand their rights and responsibilities as employees of the district
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Work independently with minimum supervision, prioritize multiple tasks, meet deadlines, and take direction
- Perform duties with awareness of all district requirements and Governing Board policies
- Solving practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

**CORE COMPETENCIES:**

<b>COMMUNICATION</b>	Effectively conveys information. Demonstrates effective use of listening skills and displays openness to other people’s ideas and thoughts.
<b>INCLUSIVENESS</b>	Fosters respect for all individuals and points of view. Demonstrates a personal commitment to create a hospitable and welcoming environment.
<b>SERVICE ORIENTATION</b>	Applies effective interpersonal and problem-solving skills when responding to customers.
<b>QUANTITY/ QUALITY of WORK</b>	Pays close attention to detail. Strives to achieve accuracy and consistency in all tasks.
<b>PROFESSIONALISM</b>	Demonstrates discretion and judgment in his/her decisions concerning the sharing of privileged information.

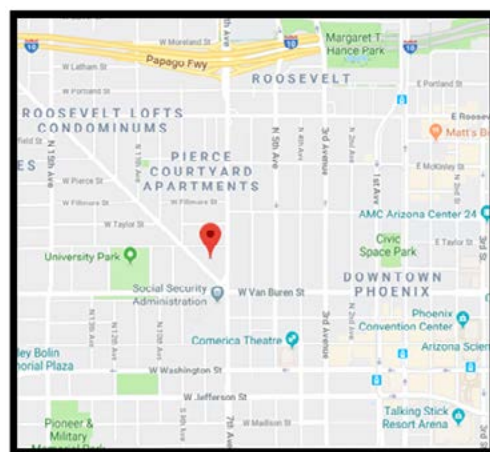
**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY**

While performing the duties of this job, the employee is frequently required to be in a stationary position, communicate, and sometimes traverse from one place to another. The employee must operate a computer to input data. While performing the duties of this job, the employee may occasionally move up to 50 lbs. such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision and depth perception. The noise level in the work environment is moderate to loud and the temperature can vary. The nature of this position is fast-paced and may occasionally be thought of as stressful. Through interaction with the public and other district employees, the employee may encounter different scents. *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Maintains some features from prior versions.
- Reformats the information box.
- Puts the Job Title in the information box.
- Groups the essential duties under categories.
- Utilizes JOB SPECIFICATIONS as a heading and puts all requirements under that, including working conditions.
- Includes a sub-heading of Core Competencies.
- Includes a heading WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY and modifies the physical demands verbs (e.g., stand, sit, walk, hear) to be more ADA compliant (traverse, move, communicate).
- Adds language to the NOTICES heading that “job description is subject to change by the employer as the organizational needs and requirements of the job change.”
- Includes a branding statement and map.

**NOTICES**

The statements in this job description describe the essential functions and requirements as assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition, you may be required to perform other related duties as assigned. The job description is subject to change by the employer as the organizational needs and requirements of the job change. Employees must be able to pass a pre-employment drug test and extensive fingerprint and background check. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, gender identity gender expression, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. PESD #1 is committed to providing access and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation in the application process, contact Lauren Pagnotta, HR Supervisor, at (602) 257-6072 at least 3 days in advance.

**WE ARE PHOENIX #1**

We are educating the future leaders of Phoenix – 7000 young creative, bright minds! How cool is that?

We are a kindergarten through 8th grade school district in [Phoenix, Arizona](#). We were established in 1871 as the first free public school district in Arizona. The district boundaries cover an area from 16th Street on the east, south of Buckeye Road on the south, past 23rd Avenue on the west and Thomas Road on the north.

Join us today and start building your career and transforming lives. Every member of our Phoenix #1 family from our top leadership team to our bus drivers and nutrition team to our nurses and teachers and technology gurus and more, is shaping the lives of our students every day. It's not just our work; it is our passion!