



EMPLOYEE NAME: _____

Revised: 9/96; 1/98; 4/01; 12/02; 10/04; 6/07; 10/12; 7/13;
5/16; 6/18; 2/19; 8/19

JOB DESCRIPTION

POSITION TITLE: Absence Management Representative, Clerk VI	JOB CODE: 474C
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Employment	WORK DAYS: 238
REPORTS TO: Supervisor, Absence Management	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages the Aesop system and facilitates employment of substitute teachers.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years specialized experience in a public school system; high level database/data entry proficiency in addition to Microsoft Office expertise
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization; planning; computer technology; presentation skills and customer service skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Creates and maintains Absence Management database information for employees, substitute teachers, food service and clinic substitutes; disperses information to schools and substitutes as needed.
3.	Monitors daily absences by working with school administrators to resolve "unfilled" or "failed to fill" absences.
4.	Gathers data and contacts the vendor for technical support as needed; generates daily, monthly or annual reports for administration and sites as needed and requested; provides Absence Management user information and support for site administrators and employees.
5.	Manages the TalentEd query process to determine the substitute e-mail orientation invitations.
6.	Manages the daily download of new substitute teachers and employees from Munis.
7.	Provides Absence Management user information and employment paperwork for substitutes during application and hiring process; enters new substitute information into TalentEd, Payroll and Absence Management databases.
8.	Manages the annual purging of the Absence Management database and substitute applications in TalentEd.
9.	Informs supervisor when a substitute teacher has performance problems; provides documentation to support recommendation for disqualification.
10.	Performs routine office duties such as responding to phone calls, voice mails and emails in a timely manner; requests service calls as needed; orders supplies and files.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____