SUMMARY
Under direction, administers the Central Dispatch attendance management module to ensure timely placement of on-call employees. Maintains employee absence and availability records.

DUTIES
• Dispatches sub/casual and TTOC employees
• Receives and processes leaves of absence, confidential medical documentation
• Maintains lists of on-call employees
• Inputs absence and supplemental data, checks for proper authorization and coding
• Calculates sub/casual and TTOC time for payroll purposes
• Collects employee schedules for replacement purposes
• Determines ongoing availability of sub/casual and TTOC employees
• Processes TTOC preference lists
• Maintains sub/casual rotation for call out
• Books busses and drivers for field trips
• Composes and prepares routine correspondence; signs when authorized
• Processes Boarding & Transportation Assistance
• Answers, screens and refers inquiries; takes messages by telephone and in person
• Takes bookings for Board room
• Receives, sends, and distributes mail
• Orders and receives materials and office supplies
• Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description

QUALIFICATIONS
• Grade 12
• Certificates in Office Administration and Business Management
• Keyboarding speed of 60 - 80 w.p.m.
• Demonstrated ability to use HR software (personnel and attendance management modules), database and spreadsheet programs
• Three years experience in related work
• Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team
• Or an equivalent combination of training and experience

RELATIONSHIPS
• Responsible to Director of Instruction, Human Resources

APPROVED
On behalf of: On behalf of:
School District #64 (Gulf Islands) CUPE Local 788

Original signed by: Original signed by:
Rod Scotvold Larry Melious
Secretary Treasurer President

October 23, 2013 November 8, 2013

Classification: Clerical V
JJEC approved date: May 23, 2013