

SCHOOL DISTRICT #64 (Gulf Islands)

**Job Description
Central Dispatch**

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:
School District #64 (Gulf Islands)

Original signed by:

Rod Scotvold
Secretary Treasurer

October 23, 2013

On behalf of:
CUPE Local 788

Original signed by:

Larry Melious
President

November 8, 2013

Classification: Clerical V

JJEC approved date: May 23, 2013