



# Substitute Booking Clerk

## Administrative Procedure 2.B.226

2.0 Human Resources  
2.B. Position Descriptions

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16

**Legal Reference:**

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**Date Adopted:** December 2003

**Date Amended:** April 2012, July 2016, December 2024

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### PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

### GENERAL POSITION DESCRIPTION

The Substitute Booking Clerk provides sub booking services for the school division under the direction of the Secretary-Treasurer. This individual operates as part of the Education Support Centre office team to provide efficient and effective service for Senior Administration and to the school division.

### RESPONSIBILITIES AND DUTIES

1. Coordinate teacher leave requests with available substitute teachers by responding to early morning requests that are phoned in and to requests that are entered in the absence software.
2. Monitor bookings in absence software and prioritize assignments based on division guidelines.
3. Maintain accurate substitute availability log and maintain system for current month's leaves.
4. Generate and send daily/weekly substitute reports to schools and leave – substitute data to division office staff.
5. Assist substitutes using the automated absence software and respond to questions.

### SKILLS / QUALIFICATIONS

- Strong interpersonal skills; working as part of a team.
- Excellent verbal and written communication skills
- Strong organizational skills
- Demonstrated data entry skills with a great attention to detail and accuracy.
- Working knowledge of accounting principles, procedures and practices
- Ability to prioritize and manage time to ensure deadlines are met.
- Strong computer skills and experience working with accounting software applications, Word and Excel, and Microsoft Teams

### EMPLOYMENT REQUIREMENTS

- Grade 12 Graduate