



Cairo American College
SUPPORT STAFF VACANCY ANNOUNCEMENT
ACADEMIC YEAR
2025-2026
Subbing Coordinator
(Part-time position)

JOB SUMMARY:

This position aims to provide quality support to CAC teachers and staff by providing effective substitutes in case of planned and unplanned absences. This includes updating the pool of substitutes and proactively managing the logistics of hiring, training, scheduling, and payment of substitutes.

An average of 5-6 hours daily is expected to be spent on this task during the 180 days while school is in session for faculty and teaching support staff, and 260 days for departmental support staff during CAC breaks. The load is seasonal and varies day to day. This includes being on call daily to organize substitutes from 6:00 am-9:00 pm daily on weekdays and weekends by phone and email. Although school breaks are not as busy, the substitute coordinator is on call to provide coverage and/or clerical support as needed for the offices that work during school breaks (HR, Accounting, Tech, Athletics, Housing, etc.).

List of duties and responsibilities:

- Create, maintain, and update a database of substitutes available to cover faculty and support staff positions whether long term or short term.
- Create and maintain an up-to-date filing system for all former and current substitutes and ensure all the required documentation and records are on file.
- Maintain and update online substitute request form as needed.
- Review and screen all substitute applications and provide assistance as needed to complete required documents, making sure they meet all requirements and provide right-to-work documentation.
- Contact, meet and provide information regarding substitute expectations, rules, and procedures to all applicants for the various positions i.e., faculty, teacher assistants, aides and administrative staff.
- Organize orientation and training for support staff substitutes.
- Coordinate and organize orientation sessions for faculty substitutes.
- Create and maintain files with all relevant school information for external substitutes to include Schedules, Time, Contacts, Emergency drills & procedures, Policies, Lesson plans, and Include other documents as needed by the school or applicable local laws.
- Support IB/AP exams by providing proctors and ensuring they are fully aware of their duties and responsibilities.
- Provides coverage as needed for the following positions: Teachers, Support staff administrative positions, Teacher assistants, Aides, Library assistants, and IB/AP proctors.
- Organize and coordinate payments for: Teacher substitutes, Support staff administrative positions, Teacher assistants, Library assistants, and IB/AP proctors.
- Receive inquiries from applicants regarding subbing.
- Schedule and coordinate meetings with HR and divisional principals for potential substitutes.
- Update and maintain daily a log of substitutes.
- Update subbing rates as needed and approved.
- Make appropriate changes and updates to subbing requirements.
- Coordinating campus access for substitutes with CAC Security Office.

Required Qualifications & Skills:

- Bachelor's degree
- Able to perform basic computer skills including Google Sheets and Google Docs
- Fluent in English (written and spoken) and Arabic fluency.

Application deadline: Open until filled

Interested candidates should submit a job application (Found on CAC website)
<https://www.cacegypt.org/index.php/support-staff-employment-application>