

WINOOSKI SCHOOL DISTRICT
Job Description

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Job Title: Administrative Assistant/Medicaid Clerk

Date Approved/Updated: August 1, 2017

Location: District

Job Group: Support Staff, Union

Reports To: Special Education & Early Learning Director or designee

Summary of Position Responsibilities: This position will provide administrative support to the Special Education & Early Learning Director.

Essential Duties and Responsibilities:

1. Able to effectively manage and use a database program (ie: caseload, import/export files, generate reports as requested by Director, etc.)
2. Able to effectively manage, use and maintain our Medicaid system and file state reports, track students, conduct time trials, etc.
3. Organize time studies into binders and review as needed. Enter time study information into review templates/spreadsheets.
4. Manage purchase orders, maintain accurate and current budget documentation for Act 166 payments to partner programs.
5. Process all preschool/Act 166 applications.
6. Assist with clerical work for preschool licensing: scan and upload documents to necessary websites, prepare documents as needed, etc.
7. Data collection and preparation of monthly office reports: Extraordinary Special Education Costs, Homeless, Out of District Placements, etc.
8. Update bus schedule/changes as needed.
9. File reports from related services such as OT, PT, VAB, Nine East Network, etc.
10. Photocopies, collates, labels and distributes a variety of written materials as needed.
11. Demonstrate organizational skills.
12. Maintain a neat and orderly office.
13. Demonstrate ability to maintain confidentiality in relation to staff and students.
14. Maintain a professional and positive office atmosphere.
15. Other duties assigned by supervisor.

Supervisory Responsibilities include:

As assigned by Director.

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Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associates degree or higher preferred; appropriate experience may be substituted.
- The individual must demonstrate proficiency with spreadsheets, word processing, and database programs.
- The individual will be highly organized and able to work in a fast-paced office.
- The individual must demonstrate ability to maintain confidentiality.
- The individual must have excellent interpersonal skills.

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

<input type="checkbox"/> Standing	<input type="checkbox"/> Walking	<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Lifting	<input type="checkbox"/> Carrying	<input type="checkbox"/> Pushing
<input type="checkbox"/> Pulling	<input type="checkbox"/> Climbing	<input type="checkbox"/> Balancing	<input type="checkbox"/> Stooping	<input type="checkbox"/> Kneeling	<input type="checkbox"/> Crawling
<input type="checkbox"/> Crouching	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Handling	<input checked="" type="checkbox"/> Fingering	<input checked="" type="checkbox"/> Feeling	<input checked="" type="checkbox"/> Talking
<input checked="" type="checkbox"/> Hearing	<input type="checkbox"/> Far Vision	<input checked="" type="checkbox"/> Near Vision	<input type="checkbox"/> Color Vision	<input type="checkbox"/> Depth Perception	<input type="checkbox"/> Repetitive Motion
<input checked="" type="checkbox"/> Eye/Hand/Foot Coordination					

Physical Effort: Please indicate on the continuum the requirements of this position:

Sedentary Work
Lifts up to 30 lbs
Walks/stands occasionally

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

<input type="checkbox"/> Exposure to weather	<input checked="" type="checkbox"/> Extreme heat	<input checked="" type="checkbox"/> Extreme cold	<input type="checkbox"/> Noise	<input checked="" type="checkbox"/> Dust, vapors, fumes
<input checked="" type="checkbox"/> Time constraints	<input checked="" type="checkbox"/> Public contact	<input checked="" type="checkbox"/> Deadlines	<input type="checkbox"/> Travel	<input checked="" type="checkbox"/> Inside work

Terms of Employment: 20-40 hours per week. Hourly wage and work year to be established by Director.

Compensation: Per Negotiated Agreement

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Negotiated Agreement.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.