

SEDALIA SCHOOL DISTRICT #200

Job Title: Administrative Assistant II – Special Services & Insurance

Job Overview

- Administrative Asst II salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Asst. Superintendent

Qualifications

- High school graduate or equivalent
- Expertise in Microsoft Applications
- Expertise in Google Applications
- Ability to organize and plan effectively
- Ability to maintain accurate records
- Work well with others
- Work with little to no supervision
- Maintain confidentiality in all aspects
- Possess an ethical and professional attitude toward colleagues and the policies of the District

Responsibilities and Duties

- Special Services
 - Employee Handbooks
 - SCM (Safe Crisis Management)
 - High Needs
 - Blind Report
 - Deaf/Blind Census
 - Blind Literacy Survey
 - Student Transfer Requests
- Insurance
 - Work with insurance broker and employees regarding employee changes and questions
 - Assist with the enrollment of new employees
 - Assist with the bid renewal process
 - Prepare insurance portion of the new employee orientation
 - Coordinate Open Enrollment
 - Workers compensation coordinator
 - Other insurance responsibilities as required by law or requested by Assistant Superintendent
 - Property and Casualty Insurance Advisor
 - Employee Assistance program
 - Coordinate 1095C distribution
 - Maintain credentials for district employees transporting students in personal vehicle
 - Maintain certificates of liability insurance
 - Safety Data Sheets for each building
 - Workplace Safety Manual
 - Crisis Manual

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- SISK12 data entry for Gifted & MAP-A students
- Maintain contract agreements
- Coordinate and prepare event
 - Resource fair
 - Para conference
 - Kindergarten enrollment
 - All District Staff Back to School agenda
- Sort U.S. Mail, campus mail, prepare campus mail for next day delivery, new building mailers for new school year
- Receptionist back-up for Central Office
- Assist other office staff as needed

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.