

# SEDALIA SCHOOL DISTRICT #200

**Job Title: Administrative Assistant II – Special Services and Sub Coordinator**

## **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**

- Substitutes
  - Maintain all records in Frontline and SISFIN to enable substitute utilization
  - Prepare and process payroll for substitutes in SISFIN
- Special Services
  - Assemble record requests from microfilm, scanned records, active files and forward in a timely manner
  - Invoice and maintain Disability Determination record refunds
  - File special service records monthly, pull dismissed student records monthly, break down previous year's records and scan
  - Organize the distribution of procedural safeguards to special service students, including bulk mail.
  - Coordinate and maintain student homebound applications and records
  - Prepare monthly homebound payroll
  - Maintain records for budgets for Special Services.
  - Data entry for School Psych Examiner and School Psychologist
  - Schedule parent/child interviews
  - Using SISK12 generate reports and correspondence as required and requested for Special Services Department
  - Maintain and monitor records for local tax effort educational services
  - Manage Claim Care and Medicaid billing and payment
  - Prepare and maintain records for publicly placed students
  - Organize end of month student record filing and scan for permanent record retention
  - Monitor renewal of 504 plans for elementary and middle school

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- Accounting
  - Frontline Absence Management and Time and Attendance
  - Data entry to determine variances in preparation of insurance reconciliation.
  - Process purchase orders for District Office, Special Education, Gifted, and Health from inception to payment of bills
  - Reconcile Wal-Mart, Amazon, and Staples charge accounts
  - Prepare the Annual Budget Notebook
- Staff directory
- Emergency phone list
- Assist in organization and implementation of Kindergarten Enrollment, Resource Fair, and Para Conference.
- Substitute for elementary administrative assistants
- Conference and hotel registrations
- 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.