



DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

TITLE: Program Assistant, Pupil Services
DEPARTMENT: Non-Union Support
REPORTS TO: Director of Pupil Services

DATE: August 2025
LOCATION: Central Office
FLSA: Non-Exempt

JOB SUMMARY: Supports daily and strategic operations of the Pupil Services by providing exceptional administrative and customer service. This role ensures compliance with federal and state regulations, maintains accurate billing processes, supports staff training, and assists in the effective management of medical assistance (MA) and school-based access programs (SBAP).

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Prioritize and manage administrative tasks, ensuring timely completion.
2. Collaborate with department supervisors and assistants for accurate communication and coordination.
3. Audit invoices (CCIU, agency paraprofessionals) to ensure correct billing and resolve discrepancies.
4. Process and maintain medical access data, including MA eligibility and billing.
5. Review IEPs to identify billable services and ensure compliance.
6. Verify MA eligibility for new and existing students and distribute eligibility updates.
7. Maintain and distribute "Release to Bill" forms and procure authorized medical approvals.
8. Review and reconcile provider service logs to align with IEP goals and ensure data accuracy.
9. Coordinate with transportation for MA reimbursement processes.
10. Organize and deliver MA service log training for staff.
11. Monitor MA billing sites and manage exceptions, reporting, and credential verifications.
12. Communicate with families regarding MA consent and assist with the application process.
13. Update student and provider data in billing systems (e.g., MaxCapture) to reflect current information.
14. Oversee and reconcile service logs, resolve errors, and manage documentation requirements.
15. Administer the Random Moment Time Study (RMTS) process, including quarterly submissions, staff notifications, and compliance checks.
16. Monitor updates to SBAP regulations, ensure district compliance, and communicate changes to leadership.
17. Attend state-provided training sessions on MA programs and report updates to the Director.
18. Coordinates paraprofessional credential of competency documentation.

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Updates skills to remain current in technological advances and district processes.
2. Other duties may be assigned.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills and/or ability necessary.*

1. High school diploma with a minimum three years of experience in a similar position.
2. Knowledge of standard office procedures and practices.
3. Ability to handle multiple tasks simultaneously.
4. Proficient clerical skills, including organizational skills and the ability to meet deadlines.
5. Strong technology skills, including but not limited to all tools in the Microsoft Office Suite.
6. Proficiency in the use of technology for individual and system management, communication, and research.
7. Strong mathematical, verbal, and written communication skills.
8. Ability to make decisions independently, as well as to execute assignments of administrative detail as delegated.
9. Must have a high level of interpersonal skills to handle sensitive and confidential situations and information.
10. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
11. Candidate must adhere to all local, state, federal, and school code requirements for employment.

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access file cabinets, office equipment, etc.
2. The employee is frequently required to communicate to provide accurate information to others and to obtain and follow directions.
3. The position requires the employee to constantly operate a computer and other office equipment such as a copy machine, fax and printer.
4. Ability to lift and/or exert up to 20 lbs. of force occasionally to move objects.
5. This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
6. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional irregular or extended work hours.

NOTICES:

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

A copy of this form may be obtained on the district web site.

The Downingtown Area School District is an equal opportunity employment, educational, and service organization.