

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Health Services Administrative Assistant	Department: Specialized Services
Reports to: Director of Specialized Education Services and Health Services Supervisor	FLSA Status: Non-Exempt
Band/Grade/Subgrade: A-1-4	Bargaining/Work Unit: MSEA Clerical
Tier/Lane: Tier 4	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

To provide clerical assistance to the third party billing process, the professional team and to the Health Services Supervisor.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Clerical assistance to the third party billing process and professional team.</i>
Percent of Time:	60%	

Tasks involved in fulfilling above duty/responsibility:

- Supports third party billing efforts and procedures
- Provides leadership, training, guidance to certified and noncertified special education staff regarding medical assistance and the process of third party billing.
- Supports certified staff in their understanding of all components of third party billing and revenue obtained by the district.
- Works on the district team to develop, refine and implement procedures for the district to increase their revenue.
- Works under the direction of the supervisor of health services, and specialized services accountant
- Reviews student Individualized Education Plans (IEPs) for billable services
- Maintains student files and electronic database of billable services
- Submits monthly billing documents to the Department of Human Services for reimbursement
- Reviews staff Personal Activity Reports for accuracy

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Clerical assistance to the Health Services Supervisor</i>
Percent of Time:	25%	

Tasks involved in fulfilling above duty/responsibility:

- Coordinates calendar management, and manage phone calls to health service coordinator
- Creations of confidential staff and student documents
- Initiates, monitors, and reviews tracking systems for confidential staff and student medical information

- Creates/drafts correspondence
- Assists with meeting room booking and facilitation
- Coordinates equipment maintenance with vendor
- Coordinates infectious material/sharps disposal with vendor
- Types letters/memo/newsletters and other documents as assigned
- Runs reports of student health data from Infinite Campus
- Coordinates hearing and vision screening dates and staff
- Orders health office supplies for district buildings
- Assists in vision exam referrals through local Lions Clubs
- Assists with coordinating district annual flu shot clinic
- Maintains database of nursing staff development funds
- Maintains staff training documents on shared drive
- Enters enrollment and maintain enrollment information for non-public sites for nursing use

Duty/Responsibility No:	3	Statement of duty/responsibility: <i>Purchase Order Management</i>
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Initiates, monitors, and reviews tracking system for building purchase orders to include entering, coding, and routing of purchase orders on Skyward
- Orders building health office supplies periodically
- Registration for workshops or purchasing of materials using staff professional development funds

Duty/Responsibility No:	4	Statement of duty/responsibility: <i>Health Service Staffing Management</i>
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Initiates, monitors, and reviews tracking system for payroll/leave requests to include entering, coding, and routing payroll/leave requests in Skyward and Aesop
- Arranges for substitutes under the direction of the Health Services Supervisor
- Coordinates and maintains tracking system of health service training hours, licensure requirements, and equipment

Duty/Responsibility No:	5	Statement of duty/responsibility: <i>General Office Functions</i>
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Answers phone
- Greets visitors
- Creates copies
- Scans documents into student's electronic record
- Enters student data in Infinite Campus

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and understand manuals and guidelines provided by the Department of Human Services
- Willingness to attend trainings outside of the school district
- Willingness to learn special education due process requirements and Sped Forms
- Willingness to collaborate with other districts to learn more efficient ways to manage internal process
- Experience with creating and maintaining data bases in excel
- Work processing skills with accuracy at 45-60 wpm
- Computer proficiency
- Proper use of grammar
- Knowledge of letter/memo/document format
- Ability to maintain confidentiality (Data Privacy)
- Ability to work independently
- Problem solving skills
- Knowledge and ability to use email
- Organizational skills
- Accuracy
- Ability to learn and use UFARS coding system
- Skyward and Infinite Campus competence
- Attention to detail
- Pleasant phone manner
- Ability to defuse angry callers/visitors
- Positive attitude
- Flexibility
- Personal integrity and dependability
- Ability to create student data reports
- Evidence of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High School diploma or equivalent
- Associate's degree in related field preferred

SECTION VI: EXPERIENCE REQUIREMENTS

- Previous experience within a school system desirable
- Previous exceptional administrative assistant experience

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

• Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	O	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	O	Up to 25 pounds	F		
Sitting	C	Up to 50 pounds	O		O
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	O
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	N	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	C	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	N
Distinguishing smell	N			Sight	
Distinguishing temperature	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	C
Traveling by automobile	O			Looking at computer monitor	C
				Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	F

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.