WINOOSKI SCHOOL DISTRICT
Job Description

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.
**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:

- O Standing
- O Pulling
- O Crouching
- C Hearing
- C Eye/Hand/Foot Coordination

- O Walking
- O Climbing
- F Reaching
- O Far Vision
- ___Crawling

- C Sitting
- O Balancing
- C Handling
- C Near Vision

- O Lifting
- O Stooping
- C Fingering
- O Color Vision

- O Carrying
- O Kneeling
- C Feeling
- O Depth Perception

- O Pushing
- ___Crawling
- C Talking

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

<table>
<thead>
<tr>
<th>Sedentary Work</th>
<th>Lifts up to 30 lbs</th>
<th>Walks/stands occasionally</th>
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**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:

- O Exposure to weather
- N Extreme heat
- N Extreme cold
- O Noise
- N Dust, vapors, fumes

- C Time constraints
- C Public contact
- C Deadlines
- ___Travel
- C 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.