

SUPPORT STAFF POSITIONS
Job Description: Executive Assistant for Special Projects
Exempt

TITLE: Executive Assistant for Special Projects

DEFINITION: Under the direction of the superintendent, the employee will perform complex and responsible duties to relieve the superintendent of clerical and administrative detail by coordinating, organizing and participating in various operational tasks.

QUALIFICATIONS: HS Graduate
Strong people skills and high degree of initiative
Broad based experience in school clerical functions
Detail oriented and ability to meet deadlines
Technologically literate
Such other qualifications as the Board may deem appropriate

REPORTS TO: Superintendent

DUTIES:

1. Perform all duties and responsibilities to meet state reporting requirements for pupil count, human resource data, CSAP labels, March report card, safety and discipline indicators, end-of year student count, and Records Integration Tracking System. Duties include coordinating required information with schools, reviewing for accuracy, communicating with CDE, and transmitting using state automated data exchange program.
2. Perform all duties and responsibilities involved with the coordination/maintenance of the food service program, i.e. free/reduced lunch applications, direct certification process with social services, monthly reimbursement forms and all required state reports. Maintain and update student information in QSP software used in the school cafeterias.
3. Act as secretary to the Board of Education, attend meetings, keep meeting notes and minutes, and perform other functions as necessary to ensure the smooth flow of Board operations.
4. Maintain and revise Board of Education policy. Coordinate with CASB to keep abreast of required and suggested policy revisions and adoptions. Maintain policy on the district web site.
5. Plan, organize and coordinate the annual Consolidated Federal Programs Application, request funds, and perform required reporting tasks.
6. Perform all duties and responsibilities with Medicaid Reimbursement including coordinating and coding special education and nursing logs and submitting for reimbursement.

7. Format and produce the Personnel Handbook and Student Discipline Code annually.
8. Develop and produce the annual school calendar that is distributed to school/community patrons.
9. Prepare and submit annual Vocational financial reports.
10. Prepare for state audits of Pupil Count and Free & Reduced Meal Program.
11. Attend Administration Team meetings.
12. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines, and respectfulness toward others. The employee shall represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
13. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
14. Actively seek ways to improve and increase the effectiveness of district operations.
15. Perform all other duties as may be assigned by the superintendent of schools.
16. Employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far, vision, depth perception, proving oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the superintendent of schools in accordance with policies of the Board of Education.

NOTICE REGARDING WORKER COMPENSATION INJURIES:

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

Regional Occupational Medical Program
2115 Stuart Street
Alamosa, CO 81101
(719)589-8110

Rio Grande Hospital Clinic
1280 Grand Avenue
Del Norte, CO 81132
(719)657-2418

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and the Risk Manager in the administration office (852-5996).
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature _____ Date _____

Policy GDAY-R approved by Board of Education: 06/26/2008