



# Job Description

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**Job Title:** Clerk III-Student Service Clerk      **Classification:** Class 11  
**Schedule:** 8 hrs per day, 12 months per year,      **FLSA Status:** Non-Exempt  
About 260 days per year

## SUMMARY

Assist the student services department with day to day support and planning. Data entry, room scheduling, preschool (licenses, training, and certifications), special education Synergy support, and assisting the department secretary with state report, Medicaid billing, prepare materials for Connect to Kindergarten, and monthly SLP tracking for state license requirements.

## ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

1. Special Education Support
    - 1.1. Synergy support to district special education team
    - 1.2. Enter new student's IEP in Synergy.
    - 1.3. Maintain and track database for students with 504 and IEP to ensure compliance with state laws.
    - 1.4. Run weekly reports from Synergy for lists of students with an IEP that have moved out of district. Remove students from Synergy SpEd.
  2. Manage Medicaid Billing
    - 2.1. Search state database via ecWeb for Medicaid identification numbers for the early childhood program (MECP).
    - 2.2. Train new MECP employees on billing procedures.
    - 2.3. Enter new staff in OrMed (state website) for billing.
    - 2.4. Prepare service logs for billing (MECP).
    - 2.5. Correct log errors sent back from the state.
    - 2.6. Support MECP billing staff with ecWeb errors and Medicaid issues.
    - 2.7. Track billing numbers and report to supervisors (MECP).
    - 2.8. Assist school age SLP's and SLPA's in Medicaid billing issues.
    - 2.9. Track school age SLP's and SLPA's billing and report to student services director.
    - 2.10. Gather monthly Medicaid logs from state database for business office.
  3. Administrative Functions
    - 3.1. Maintain and track database for Section 504 Plans, Flight Team, Health Assistants.
    - 3.2. 'Connect to Kindergarten' event material preparation.
    - 3.3. Track required preschool staff licenses and training to ensure they are up to date.
    - 3.4. Maintain a list of Early Entry to Kindergarten parents and students. Distribute materials for spring testing.
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- 3.5. Develop and maintain files and records, reviews reports, files, and other documents for accuracy, completeness, and conformance to standard procedures.
- 3.6. Maintain appointment schedules and calendars; arranges meetings, sets up interviews, reserve rooms, including coordinating agreements with outside agencies.
- 3.7. Organize, maintain, and destroy student educational records.
- 3.8. Maintain database for students identified as Title X.
- 3.9. Assist in processing documents for early childhood and Title X.
- 3.10. Update and maintain the Student Services website.
- 3.11. Assist with technology purchases.

4. Perform other duties, as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

## **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school graduation or equivalency; and two years or more of experience in an office environment or school building. Knowledge of school systems preferred.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Understanding of basic bookkeeping principles necessary to maintain records and filing systems including alphabetical, numerical, and chronological is strongly preferred.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, proportions and percentages. Ability to apply concepts of basic algebra.

## **COMPUTER SKILLS**

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

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## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates, licenses, or registrations.

## **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. This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

## **PHYSICAL DEMANDS**

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

## **MENTAL DEMANDS**

Positions at this level encounter new or unusual (20-40%) situations some but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

## **PAY EQUITY SCOPE**

The position has regular communication inside and outside the department to exchange ideas and to gather information with minimal assigned responsibility for creation, development or design of new product, program, methods, system, procedures, or policies. The requirement to generate new ideas, innovate from current practice or create original work is only incidental to other aspects of the position. There is the expectation to identify ideas to improve own work processes or work group processes. Positions at this level have minimal impact and, expense or budgetary outcomes. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. Positions at this level have a minimal need or ability to analyze problem or concepts or make decisions on the information. Position has minimal influence on organization operations, programs. Ability to influence treatment outcomes is minimal. The ability to influence overall agency image is minimal. While "customer" contact is a part of the position, supervisory action would prevent or correct most issues. Positions at this level are expected to handle regularly assigned work. Which includes making decisions and acting under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review.

Situations periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision-making, however, assistance or resources are readily available. Positions at this level have minimal planning responsibility and must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities.

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## **ADDITIONAL REQUIREMENTS**

Post-job offer criminal background check will be required.

*The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.*

*The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.*

*Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.*

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