**Receptionist/Data Entry**

Reports to –Superintendent and/or DPP

Assumes responsibility for performing any assigned secretarial and clerical duties that are needed for the efficient operation of central office.

**PERFORMANCE RESPONSIBILITIES**

1. ESS Data collection and entry
2. ESS Timesheets/Student Attendance sheets
3. Maintaining work assignment certificates for Title I/II
4. Medicaid SBHS-Direct Bill Administrator
   1. Annual Application process for Medicaid Reimbursement
   2. License Verification
   3. Annual Cost Pool Financial Data
   4. Provide training and resources with KSBA/KDE for Special Ed/Related Service Providers
   5. ezEdMed monitoring/reporting
   6. Transportation logs and entry
   7. Annual SBHS Medicaid Peer Monitoring Review
   8. Monitor KY Health Net
   9. Annual Reports for services
5. Website data entry
6. FRAM Processor
7. Infinite Campus household data entry
8. Other duties as assigned

Work as a team with co-receptionist to assure consistent coverage at front desk at all times, including lunch and/or breaks.

Coordinate calendars to ensure coverage during summer, fall, Christmas, and spring breaks.

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.
2. Three(3) years successful clerical experience
3. Typing/transcription skills (50 w.p.m.)
4. Thorough knowledge of business, spelling, punctuation, and skills in dealing with numbers and statistical data
5. Working knowledge of the organization and administration of the school system
6. Ability to use resourcefulness and tact in meeting and assisting persons who make inquiries about district policies and procedures
7. Demonstrates ability to make independent decisions/judgments about work priorities.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: April 24, 2018

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee