

Section 400 - Personnel
Employees Job Descriptions
Central Office Personnel

File: 405.03 – R1

Central office staff will be assigned, supervised, and evaluated by the superintendent of schools, or by a person designated by the superintendent of schools. Their duties shall include, but not be limited to, the following:

1. Completing assigned clerical tasks related to the functions of personnel, budgeting, payroll and accounting, special education reporting, and board agenda preparation;
2. Completing reports required by the Nebraska Department of Education;
3. Handling of correspondence and messages, processing reports, and filing and retrieving necessary data;
4. Processing purchase orders submitted by staff, coding such invoices, and preparing orders for distribution;
5. Becoming proficient on all office business equipment pertinent to the job assignment;
6. Maintaining confidentiality of sensitive information related to staff, students, and parents;
7. Maintaining a cordial and cooperative relationship with all personnel, students, patrons, and vendors.
8. Maintaining consistent attendance for the benefit of the District.
9. Facilitating Medicaid eligibility determination.
10. Assisting with transportation related activities in support of Medicaid covered services.
11. Translation related to Medicaid services.
12. Program planning, policy development, and interagency coordination related to Medicaid services.
13. Medicaid related training.
14. Referral, coordination and monitoring of Medicaid services
15. Performing other duties as assigned.