

### Central Office Support Staff and Duties

	<b>Marcia Dischinger</b> Administrative Assistant	<b>Janet Hoff</b> Secretary II	<b>Becky Nelson</b> Administrative Assistant	<b>Michelle Montgomery</b> Secretary II
<b>Hours/Week/ School Year</b>	35	40	40	22.50 Central Office 10 – Coordinator/HL Programs/ Building Support
<b>Assigned Staff</b>	Director Business Office Board	Director Central Office	Business Office	Central Office Coordinator/HL Programs/ Building Support
<b>Major Tasks</b>	Finance – PO's/accounts payable/receipts	Office Receptionist back up	Payroll/Direct Deposit/W-2's	Office Receptionist
	EDRS	Sub Procurement W, Th ,F	Quarterly Reports	Sub Procurement M, T
	Contracts/Master Agreement	JMC Student Data System/MARSS	Unemployment Records	Purchasing/Receiving
	Personnel Development (all categories)	SpEd Forms	Bank Reconciliation	JMC Student Data System/MARSS
	Personnel File	MARSS Reporting	Attendance Registers/Billings	SpEd Forms
	Worker's Comp Reporting	Server Backup	Sick/Personal Leave	MARSS Reporting
	E-Rate	EC Referrals back up	Flex Benefits	EC Referrals
	Licensure: variance and waivers	Purchasing/Receiving back up	STAR Reporting	ECSE Data Collection Spreadsheets
	Cell Phones	Mail/UPS Returns	Worker's Comp initial report	Disciplinary Incident Reporting (DIRS)
	Board Agenda and Minutes	Web Site Set-up & Maintenance	IEP Third Party Billing	Health Aide
	Contracted Service Agreements Other Agencies	Web Site Handbook	Technology Point Person	Assist with IEP Third Party Billing
	Staff Documentation	Workshops/Meetings	Equipment Inventories/Depreciation	Sunshine Fund
	Safe Schools	Personnel Register	Licensure	Server Backup back up
	PAR/Certification Forms	Testing for Self-Contained Programs	ACA	Mail/UPS Returns back up
	Annual School Calendars (with Janet)	Annual School Calendars (with Marcia)	HSA	Resource Library
	P-card	Job Postings/EdPost/Recruitment	Mileage Claims	Filing
			Set up email/website	Workshop set-up