

## POSITION DESCRIPTION

- TITLE:** Child Accounting Data/Data Entry Computer Operator to Supervisor of Pupil Personnel Services
- CLUSTER:** Cluster 2D
- QUALIFICATIONS:** Data entry skills, Access, Excel, Word.  
Experience and leadership skills in secretarial functions and in working with teachers, administrators, support personnel, parents and students.
- Typing, filing, word processing, computer skills and basic programming functions, calculator skills and telephone courtesy; High level of confidentiality; Effective oral and written expression; Proficient use of contemporary office equipment; Excellent organizational skills and abilities; ability to understand and follow written instructions; Ability to sit or stand for long periods of time.
- REPORTS TO:** Supervisor of Pupil Personnel Services
- LOCATION:** Colonial Intermediate Unit 20 Central Office
- JOB GOAL:** To provide a comprehensive regional child accounting service for CIU 20 and all districts in our catchment area to maximize the collection of data in the delivery of services for students in an efficient and cost effective process. Also, procure financial reimbursement for services per the Commonwealth of Pennsylvania and federal guidelines.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **1. Office Duties and Responsibilities**

Ensure effective and efficient office operations by maintaining confidentiality; providing quality work; improve process efficiency; manage phone calls; maintain staff schedules; manage appointments; handle mail and correspondence; maintain file systems; complete and monitor duplication and lamination requests; maintain work area; participate in the work sharing process; assume additional responsibilities; attend office trainings, workshops and conferences; extend courtesies to staff and visitors; follow IU policies and procedures; be an integral part of the Intermediate Unit's vision and mission by working as a team member, contributing to and achieving department goals, updating supervisor (s) and team members on potential opportunities.

#### **2. Data Entry Collection, Coordination and Verification and Auditing for Regional Child Accounting:**

Collecting, coordinating and verifying child accounting information obtained from Colonial Intermediate Unit 20 and school district programs in the child accounting

system as well as information obtained from the Pennsylvania Department of Education, Bureau of Special Education and contractor for the Special Education Database.

Distribute text files and reports generated by aforementioned to Colonial Intermediate Unit 20 and district personnel. Also, coordinate and verify information for the Pennsylvania Department of Education via the CIU 20 Regional Child Accounting System. Also, provide detailed child accounting information for all districts in the CIU 20 catchment area for state and federal audits upon request.

**3. Maintenance of Records:**

Process Approved Private School files, Pennsylvania Information Management System (PIMS), Attendance, Date Edit, Child Count and End of Year Reports. Special reports for Executive Director, Director of Special Education and Supervisors. The monitoring and maintenance of the central files and filing system are inclusive of record maintenance. Process CD's for daily and weekly child accounting back-up information for computerized files.

**4. Orientation and Training:**

Provide orientation and training for Colonial Intermediate Unit 20 and district personnel in compiling information necessary for tracking purposes and maintaining current reports as required for Pupil Personnel Services. Also, attend Child Accounting and other training sessions as required.

**5. Inventory, Supplies, Equipment and Forms:**

Replenish forms and general supplies to maintain the computer systems. Also monitor the district American Standard Character Information Interchange (ASCII) files.

**6. Support Services and Monitoring:**

Design forms and basic programs for text files for Pupil Personnel Services in a timely and proficient manner. Provide Child Accounting support data for the department for billing purposes.

Assist with effective office operations by providing back-up switchboard/reception area coverage and coverage with phones and assistance to other work areas.

Monitor Pupil Personnel Services and Child Accounting with Colonial Intermediate Unit 20, district personnel and contracted providers to ensure accurate and current files.

Maintain current knowledge and trends in job-related practices and procedures.

**Other Duties:**

Responsible for all other duties as assigned by the Supervisor of Pupil Personnel Services and including the accomplishment of job goals as determined by Colonial Intermediate Unit 20 departmental plan.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**TERM OF EMPLOYMENT:**

1. Salary and work year to be established by the CIU 20 board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

July 1, 2008

## **SECRETARY TO SUPERVISOR OF PUPIL PERSONNEL SERVICES**

### **Standards of Performance**

The Secretary to Supervisor of Pupil Personnel Services will report to the Supervisor of Pupil Personnel Services.

The standards of performance of the position are as follows:

#### **Essential Duties and Responsibilities:**

##### **1. Office Duties and Responsibilities:**

To ensure effective and efficient office operations by maintaining confidentiality; providing quality work; improve process efficiency; manage phone calls; maintain staff schedules; manage appointments; handle mail and correspondence; maintain file systems; complete and monitor duplication and lamination requests; maintain work area; participate in the work sharing process; assume additional responsibilities; attend office trainings, workshops and conferences; extend courtesies to staff and visitors; follow IU policies and procedures; be an integral part of the Intermediate Unit's vision and mission by working as a team member, contributing to and achieving department goals, updating supervisor (s) and team members on potential opportunities. (20 points)

##### **2. Data Entry Collection, Coordination, Verification and Auditing for Regional Child Accounting:**

Entering, collecting, coordinating and verifying child accounting information obtained from Colonial Intermediate Unit 20 and school district programs in the child accounting system as well as information obtained from the Pennsylvania Department of Education, Bureau of Special Education and contractor for the Special Education Database. Distribute reports generated by aforementioned to Colonial Intermediate Unit 20 and district personnel. Also, coordinate and verify information for the Pennsylvania Department of Education via the CIU 20 Regional Child Accounting System. Also, provide detailed child accounting information for all districts in the CIU 20 catchment area for state and federal audits upon request. (30 points)

##### **3. Maintenance of Records:**

Process Approved Private School Files, Pennsylvania Information Management System (PIMS), Attendance, Date Edit, Child Count and End of the Year Reports. The monitoring and maintenance of the central files and filing system are inclusive of record maintenance. Process CD's for daily and weekly child accounting back-up information for computerized files. (10 points)

##### **4. Orientation and Training:**

Provide orientation and training for Colonial Intermediate Unit 20 and district personnel in compiling information necessary for tracking purposes and maintaining current reports as required for Pupil Personnel Services. Also, attend Child Accounting and other training sessions as required. (10 points)

**5. Inventory, Supplies, Equipment and Forms:**

To replenish forms and general supplies to maintain the computer systems. Also monitor the district American Standard Character Information Interchange (ASCII) files. (10 points)

**6. Support Services:**

Design formats and basic programs for text files for Pupil Personnel Services in a timely and proficient manner. Provide Child Accounting support data for the Accounting Department for billing purposes. Also perform substitute duties as assigned for the Child Accounting Data Entry Secretary. (15 points)

**7. Other Duties and Responsibilities:**

Responsible for all other duties as assigned by the Supervisor of Pupil Personnel Services and including the accomplishment of job goals as determined by Colonial Intermediate Unit 20 departmental plan. (5 points)

**CHILD ACCOUNTING DATA COMPUTER OPERATOR TO SUPERVISOR OF PUPIL  
PERSONNEL SERVICES**

**Standards of Performance**

1. Satisfactory performance in respect to office duties and responsibilities will be attained when:
  - 1.1. Confidentiality in job-related matters is understood and never violated.
  - 1.2. Work quality and office efficiency are improved on an on-going basis by requesting and utilizing training in new office technology and techniques. All work is performed in a thorough, neat, accurate and timely manner.
  - 1.3. Telephone calls are courteously managed and accurate and appropriate information is taken and routed to staff.
  - 1.4. Staff schedules, appointments, interview schedules, meeting room reservations/requirements, conference requests and travel arrangements are handled as requested.
  - 1.5. Incoming mail and correspondence is picked up at least once in the morning and once in the afternoon and promptly opened, date stamped and routed to staff on a daily basis. All mail is reviewed and urgent and important items are immediately brought to the attention of the appropriate staff member.
  - 1.6. Correspondence and general files are maintained. Duplication and lamination requests are completed and monitored by appropriate timelines as requested.
  - 1.7. Maintenance of the work is attended to through the care and maintenance of equipment and by keeping the office area in an orderly fashion whereby information can be retrieved.
  - 1.8. Assistance in the work sharing process is provided when requested and on a voluntary basis. Additional responsibilities are willingly assumed as recognized.
  - 1.9. All office trainings, meetings and conferences (internal and external) are attended as requested. CPETracker is utilized to enroll in and set-up functions and events as requested by staff. This includes class lists, registration and attendance.
  - 1.10. Courtesy and assistance is extended to all employees, visitors, meeting attendees and appointments through positive and professional relationships.
  - 1.11. Intermediate Unit policies and procedures are followed.
  - 1.12. Intermediate Unit vision and mission are carried out by participation as a department team member in achieving department goals and advising of potential opportunities or problems.

**CHILD ACCOUNTING DATA COMPUTER OPERATOR TO SUPERVISOR OF PUPIL  
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**Standards of Performance**

2. Satisfactory performance in collecting, coordinating, verifying and auditing Child Accounting information obtained from Colonial Intermediate Unit 20 and school district programs in the Child Accounting system, as well as information obtained from the Pennsylvania Department of Education, Bureau of Special Education and contractor for the Special Education Database, distribute text files and reports generated by aforementioned to Colonial Intermediate Unit 20 and district personnel. Also, coordinate and verify information for the Pennsylvania Department of Education via the CIU 20 Regional Child Accounting System. Also, provide detailed Child Accounting information for all districts in the CIU 20 catchment area for state and federal audits upon request. These assignments will be accomplished when:
  - 2.1. The Pennsylvania Department of Education, Bureau of Special Education, Contractor's established procedures have been reviewed and implemented.
  - 2.2. Regional Child Accounting information received from Colonial Intermediate Unit 20 and district staff will be merged into the computer system per an established calendar.
  - 2.3. Reports and instructions are distributed to Colonial Intermediate Unit 20 and district staff members per an established calendar.
  - 2.4. When formats and Colonial Intermediate Unit 20 procedures and policies are revised to meet the Pennsylvania Department of Education – Bureau of Special Education Contractor requirements.
  - 2.5. Follow established Colonial Intermediate Unit 20 Regional Child Accounting procedures to verify and validate Child Accounting information received from Colonial Intermediate Unit 20 and district and staff members.
  - 2.6. When established states and federal guidelines for auditing are completely entered into the Regional Child Accounting Database.
  - 2.7. All Regional Child Accounting data is verified and converted into text files and to satisfy state and federal audit requirements.

**CHILD ACCOUNTING DATA COMPUTER OPERATOR TO SUPERVISOR OF PUPIL  
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**Standards of Performance**

3. Satisfactory performance in the processing of Approved Private School files, Pennsylvania Information Management System (PIMS), Attendance, Date Edit and Year-End Reports. The monitoring and maintenance of the central files and filing system are inclusive of record maintenance. Process CD's for daily and weekly Child Accounting information back up for computer files. These assignments will be accomplished when:
  - 3.1. Approved Private School files are processed and entered in a timely manner.
  - 3.2. Process and maintain data base for Pennsylvania Information Management System (PIMS), Attendance, Date Edit and Year-End Reports are processed on a scheduled basis and reviewed for accuracy.
  - 3.3. Text files and reports are processed and maintained.
  - 3.4. Files are audited by an established procedure on a scheduled basis.
  - 3.5. CD's are recorded on a daily and weekly basis of all Child Accounting files at designated time periods.

**CHILD ACCOUNTING DATA COMPUTER OPERATOR TO SUPERVISOR OF PUPIL  
PERSONNEL SERVICES**

**Standards of Performance**

4. Colonial Intermediate Unit 20, contracted and district personnel in compiling tracking forms and maintaining current reports as required by Pupil Personnel Services. Also attend Penn State Child Accounting and other required training sessions. These assignments will be accomplished when:
  - 4.1. Training sessions are scheduled upon request by identified needs for Colonial Intermediate Unit 20 and district personnel.
  - 4.2. When special training sessions with Colonial Intermediate Unit 20 and district personnel are provided in a timely manner and reflect changes and/or new information which is issued by the Pennsylvania Department of Education – Bureau of Special Education.
  - 4.3. Attend scheduled Penn State Child Accounting and other training sessions as required.
  - 4.4. Attend four (4) computer training classes provided by Colonial Intermediate Unit 20 Technology staff.

**CHILD ACCOUNTING DATA COMPUTER OPERATOR TO SUPERVISOR OF PUPIL  
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**Standards of Performance**

5. Satisfactory performance in replenishing forms and general supplies to maintain the computer systems and monitor the number and functions of district modems will be attained when:
  - 5.1. The amount of supplies required for the provision of services by the computer system are available at all times.
  - 5.2. The procedures for determining the functional levels of districts using text files for data entry for Child Accounting are implemented.

**CHILD ACCOUNTING DATA COMPUTER OPERATOR TO SUPERVISOR OF PUPIL  
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**Standards of Performance**

6. Satisfactory performance in designing forms and basic computer programs for Pupil Personnel Services in a timely and proficient manner. Provide Child Accounting support data for the Accounting Department for billing purposes. Also perform substitute duties as assigned for the Child Accounting/Data Entry Secretary. These responsibilities will be accomplished when:
  - 6.1. Formats and basic computer software programs for Pupil Personnel Services are completed in a timely and proficient manner.
  - 6.2. The completion of attendance reports for Special Education and Alternative Education (Colonial Academy) are submitted to the Colonial Intermediate Unit 20 Accountant on an established scheduled. Current information received at training sessions is disseminated to pertinent staff members.
  - 6.3. Complete assigned duties of the Child Accounting Data Entry Computer Operator as requested by the Supervisor of Pupil Personnel Services.

**CHILD ACCOUNTING DATA COMPUTER OPERATOR TO SUPERVISOR OF PUPIL  
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**Standards of Performance**

7. Satisfactory performance of all duties as assigned by the Supervisor of Pupil Personnel Services including the accomplishment of job goals as determined by the Colonial Intermediate Unit 20 departmental plan will be accomplished when:
  - 7.1. Personnel skills are sufficient to meet specific assignments. The Regional Child Accounting Data Entry Computer Operator will be required to assist with meeting identified needs of Colonial Intermediate Unit 20.