

## **Data, Communications, & Payroll Coordinator**

### **Job Description**

#### **Data**

- DOE-EV spreadsheets
- Processes Excess Cost applications
- Maintains Excess Cost Attendance and Data
- Submits Excess Cost Invoices
- Submit Department of Education CE/CP/NE Reports
- IMAC Reports to districts quarterly
- Go Solutions Annual Contract, system users, and usage reports
- Updates school calendars in IIEP throughout year
- IIEP Advanced Reporting
- IIEP accounts, getting new employees connecting and communicating with districts

#### **Communications**

- Coordinate and publish the Earlywood Special Edition & First Fridays
- United Way of Johnson County Campaign Coordinator
- Maintains Social Media (Facebook, Twitter, & Instagram)
- Maintain email groups for districts
- Create District/EEC Staff Assignment Book (link online)
- Maintain Staff Directory on our website (with photos & bios)

#### **Preschool Intake Coordinator**

- Clerical support for Preschool Assessment Team
- Take parent phone calls regarding initial screening or receives information from First Steps Coordinator
- Schedule screening appointments
- Acquire STN through appropriate school corporation
- Schedule and confirm all full preschool evaluations and case conferences

#### **Payroll**

- Calculate timesheets
- Enter all payroll exceptions
- Maintain attendance records
- Maintain accurate deductions
- Enter all changes on change form for payroll
- Transmit payroll to bank
- Maintain bi-weekly payroll reports for auditing purposes
- Assist in verifying all year-end figures
- Schedules and verifies payroll with Business Office Team for internal controls
- Calculates, generates, and distributes W-2's

- Prepare and submit all Payroll Quarterly/Year End Reports
- Completes a Department of Labor Report monthly/quarterly
- Prepare and submit Year-End W-2 to the State and Internal Revenue Services
- Process all TRF & PERF Payment on website and maintain related documentation for accounts payable with each payroll
- Prepare all Teacher and Related Services Contracts
- Completes Semi-Annual Certification Reports every six months by Supervisor for employees being funded from federal funds.
- Processes Personal Activity Reports (PARs) for Federal Grant
- Process all extended contracts (ESY, testing, training, etc) and track all expenditures
- Cross-checks employee insurance options for internal controls
- Tracks, calculates, and processes stipends per master contract
- TAG Grant calculations and payout
- Track and prepare staff sick-leave buy-back
- Coordinates with Teachers Association to process ISTA dues deductions
- Assist Director and Treasurer with budget figures for any of the above items

#### **Mileage Claims**

- Verify mileage claims for accuracy
- Completes travel/training mileage spreadsheet in preparation for payment

#### **Leaves, Attendance, & Training**

- Track all teachers workdays
- Record all staff absences
- Coordinate staff hours/timesheets, vacations, etc and add items to Google Calendar
- Calculates days within each calendar year for administrators, teachers, clerical and maintenance to maintain number of days being paid equals scheduled work days on calendar
- Process all Comp time forms
- Maintain records on Comp time earned
- Issue Leave Days when Comp time meets requirements
- Notify staff when Leave Requests are necessary
- Track Professional Leave requests
- Process Personal Leave Requests
- Maintain database record of all Professional Leave and requests for reimbursement of fees and travel expenses
- Coordinate Non-Violent Crisis Intervention/CPI Trainings and RSVP's

#### **Office Support**

- Provide support to Misty Crouch as needed
- Internal Controls review of documentation

- Maintain shared Google calendars
- Maintain room reservation and event calendars
- Scan files for electronic storage

### **Other Duties and Responsibilities As Assigned**

Revised 2020