

# GRANT PARISH SCHOOL BOARD

## Job Description

**TITLE:** *Benefits Coordinator*

**QUALIFICATIONS:** High school diploma or equivalent, some college or vocational training preferred.

**REPORTS TO:** Finance Director

**SUPERVISES:** None

**ACCOUNTABILITY:** Performance evaluation annually

**SALARY:** 12 - Month Benefits Coordinator Salary Schedule

**TERMS OF EMPLOYMENT:** 12 - Month

**JOB GOAL:** Communicate timely and necessary information to meet insurance needs of active and retired employees (participants), maintain a current record of insurance coverages for all participants, and perform various functions to support employee benefit plans

### **PERFORMANCE RESPONSIBILITIES:**

- Enrollment of new employees.
- Submit all forms to appropriate agencies.
- Responsible for Workman's Compensation reporting and monitoring of all open claims.
- Assist Workman's Compensation carrier with job analysis, return-to-work, and salaries on claims.
- Assist employees with completion of all retirement forms.
- Responsible for all retirement verifications and requests.
- Assist employees with questions about retirement processes.
- Responsible for withholdings for State Group that includes the following:
  - Responsible for open enrollment of all employees once a year.
  - Enter new premium amounts on each employee.
  - Make all changes on active and retired employees and report to OGB.
  - Letters/collections from recent retirees and LWOP employees.
  - Reconcile invoices each month and submit checks.

- Other withholdings (voluntary benefits)
  - Responsible for making and reporting to appropriate agencies all changes.
  - Reconcile invoices each month and submit checks.
- Attend specialized meetings pertaining to school board regulations.
- Assist employees with their job duties as needed.
- Cover Central Office telephone/reception area as assigned.
- Assemble additional information as requested by the Superintendent, Finance Director or Board.

## **PROFESSIONAL RESPONSIBILITIES:**

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the district's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and*

*commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date