



MONONA GROVE

SCHOOL DISTRICT

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Position Description

Position Title:	Benefits and Administrative Services Coordinator
Department / Location:	District Office
Reports to:	Deputy Superintendent
Employees Supervised:	None
Classification:	Non-represented
Status:	12-month
Created / Revised:	August 12, 2025

Position Summary

Under the direction of the Deputy Superintendent, the Benefits and Administrative Services Coordinator provides leadership related to process improvement initiatives for the business and human resources office to increase the efficiency of district operations. Responsible for managing all aspects of employee benefits.

Essential Functions and Responsibilities

Benefits Coordination:

1. Responsible for coordinating, training, and administering benefit and retirement initiatives and policies.
2. Deliver training and presentations across the organization to groups of staff, retirees, and individual employees.
3. Maintain the benefits sections of the district website, employee handbooks, and HRIS systems. Coordinate with the communications department and leadership to ensure consistent messaging.
4. Ensure the district complies with state and federal laws, monitoring government regulations, legislation, and benefits trends. Advise administrators and employees on state and federal benefit regulations.
5. Work with new hires to enroll or waive benefits; update employees who experience qualifying life events; and terminate employees who resign or retire. These benefits include medical, dental, vision, long-term and short-term disability coverage, life insurance, Flexible Spending and Dependent Care Accounts, and 403(b)/457 plans. Coordinate all benefit adjustments with payroll.
6. Calculate benefits premiums and generate invoices for employees on unpaid leaves and special circumstances (non-FMLA) for employees using less than 30 days of unpaid leave. Work with accounts receivable to ensure accurate payment processing.

7. Enroll employees using more than 30 days of unpaid leaves of absence (non-FMLA) in COBRA and RTW.
8. Process all changes with carriers and make payroll adjustments.
9. Review all benefits-related carrier invoices for accuracy (enrollments, terminations, name changes, etc.), reconcile with payroll, and submit invoices to accounts payable for payment.
10. Manage all aspects of the annual benefits open enrollment process for all subscriber categories
11. Administer the district's multiple retirement plans' benefits and compliance requirements.
 - a. Tier 1 - health insurance retiree premium payments, invoice, and JE
 - b. Tier 2 - monthly TSA contribution
 - c. Tier 3 - monthly administrator payments, annual teacher contributions
 - i. Maintain annual census.
 - ii. Identify vested employees and coordinate payments and communication with staff.
 - iii. Send out annual statements to non-vested employees.
 - d. Tier 4 -determine and process a 403(b) contribution of unused sick leave for hourly staff.
12. Maintain benefits for retirees, administer annual open enrollment, update benefits based on Medicare enrollment, and terminate benefits as retirees and their dependents age off the health and dental benefits.
13. Calculate health reimbursement agreements (HRA) for support staff retirees and advise retirees on the program.
14. ACA reporting
15. EAP administration
16. TSA compliance and coordination. Ensure the enrollment process is efficient, easy, and accurate.

Administrative Services Coordination:

1. Assist the Deputy Superintendent in filing appropriate reports with DPI and other federal and state agencies as required.
2. Maintain Skyward security access and provide Skyward training to staff.
3. Maximize the functionality of the Skyward HRIS by designing and maintaining intuitive, efficient workflows and data systems that streamline tasks for employees, business services, and HR staff.
4. Continuously evaluate and refine business, human resources, and administrative processes to improve efficiency, accuracy, and alignment with best practices, ensuring high-quality service delivery across departments.
5. Other duties assigned by the Deputy Superintendent.

Knowledge, Skills, and Abilities

1. Strong Interpersonal and communication skills to courteously and effectively communicate with staff, administrators, Board of Education, and the public.
2. High degree of accuracy and organization.
3. Maintains current knowledge of Skyward capabilities.
4. Ability to multitask, prioritize duties, and work independently.
5. Dependability, integrity, and ability to maintain confidentiality.
6. Ability to read and interpret documents such as government regulations and procedure manuals.
7. Ability to work with mathematical concepts.
8. Ability to effectively present information and respond to questions from administration, staff, and outside personnel.
9. Ability to define problems, collect data, establish facts, and draw valid conclusions.

10. Ability to deal with problems involving several concrete variables.
11. Ability to perform duties with awareness of all district requirements, accounting standards, and Board policies.

Working Conditions

This job is performed in an office setting. Occasionally, the job requires work to be performed at a variety of District locations.

Physical Requirements

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support.
2. Must be able to perform physical work, occasionally lifting up to 30 pounds in both indoor and outdoor settings.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer, and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate a computer keyboard and other office equipment such as fax machine, copier, etc.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

Education and Experience

1. Bachelor's Degree from an accredited college or university preferred.
2. One or more years of experience in the human resources or employee benefits, preferably in a school setting.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications, and requirements of the position. My signature further attests that I can perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities, or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.