

Administrator Job Specific Narratives

See Time Surveying for Dummies pages 16-24 for a lot more narratives



Code 4 ~ (see Time Surveying for Dummies page 16 for more Code 4 narratives)

- On Wednesday, I contacted a teenager about the availability of Medi-Cal prenatal and well-baby care services
- During expulsion hearing, I referred a student to mental health counselor for an evaluation, due to severe behavioral issues.
- During SARB meeting, I referred student/parent to County Mental Health for a counseling evaluation.
- 8/24/09 I provided, with newsletter, Medi-Cal outreach to parents on local providers and services
- Friday afternoon, I reviewed and approved Medi-Cal Outreach materials to be sent home from the classroom for health unit.

Code 8 ~ (see Time Surveying for Dummies page 19 for more Code 8 narratives)



- During staff meeting, I consulted with school psychologist about mental health services being provided, assuring no gaps in M/C services to a student.
- During phone call, I talked with parents about student's medication side effects per their managed care plan in coordination with the school nurse
- During a meeting, I reviewed with staff the Medi-Cal/health services and resources that we had previously distributed to parents
- On 8/24/09 I discussed progress and options for student's Medi-Cal related health services during IEP with the speech therapist.
- During class visit, I monitored the on task ADD behaviors for a student in coordination with the special education teacher as case manager of students Medi-Cal covered services per IEP.
- After school, I followed up with probation about the Medi-Cal covered mental health counseling services for student, assuring that no gaps in mental health counseling services were occurring.

Code 10~

- During IEP, I arranged for the transportation of a student to Medi-Cal services provided off campus.
- After IEP meeting I scheduled transportation for student to access Medi-Cal covered service at County Mental Health.
- After school, I went over transportation needs of students with transportation director to make sure they are receiving their Medi-Cal services at school
- Met with transportation director to assure that billing procedures and documentation was accurate for LEA Medi-Cal billing of student transportation.

Code 12 ~ (see Time Surveying for Dummies page 22)

Code 14 ~ (see Time Surveying for Dummies page 23)

- On Friday, I attended a County Office meeting to discuss state budget decreases, collaborated with outside agencies to provide M/C providers and M/C services in the districts.

Code 15 ~ (see Time Surveying for Dummies page 24)

Code 16 ~ (see Time Surveying for Dummies page 24 for more Code 16 narratives)

- Monday morning, I observed a teacher, and gathered job performance information to provide job performance review.
- On 8/24/09, I met with staff to discuss union negotiations and contracts.
- On Monday, I Met with the Elks club to facilitate the use of buildings for public event.

