

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SUPERVISOR, Exceptional Education, Data and Medicaid Services

QUALIFICATIONS

- Master's Degree required with a major in an appropriate Exceptional Education field or Student Services field preferred.
- Certification in Administration/Supervision or Educational Leadership or three (3) years of successful administrative/supervisory experience.
- Three (3) years of successful supervisory or teaching experience and supervision in business office or school.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of program analysis, planning, auditing and fiscal management.
- Knowledge of specialized functions such as maintaining complex records and interpreting ordinances, regulations, statutes and policies.
- Knowledge of computer applications and technological equipment as related to specific job functions.
- Knowledge of applicable laws, rules, policies, and procedures as they relate to Federal and State Medicaid laws.
- Knowledge of basic computer software and hardware.
- Knowledge of Student and State Database Systems.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Skills in developing technical manuals.
- Skill in reading, interpreting, and applying information in technical manuals and other documents.
- Effective skills in oral and written communications.
- Ability to plan, organize and prioritize, analyze, interpret, and use data in decision-making for ESE data.
- Ability to communicate and work cooperatively with others.
- Ability to interpret policy, law, and Federal Regulations.
- Ability to provide leadership to assigned personnel and train others.
- Ability to coordinate and manage personnel, programs, budget, and professional development.

SUPERVISION

REPORTS TO Executive Director of Exceptional Student Support Services
SUPERVISES Medicaid Services Program Specialist, Instructional, Secretarial and Support Staff As Assigned

POSITION GOAL

To assist ESSS Department with data collection for Medicaid Services, IDEA Progress Monitoring Plan, AYP, Private School placements, ESE programs, ESE instructional effectiveness, and ESE Cost Factors.

PERFORMANCE RESPONSIBILITIES

1. * Monitor all required State Performance Plan indicators FAPE, dropout, FCAT Participation, Least Restrictive Environment, Standard Diploma, Special Diploma and Disproportionality.
2. * Monitor and provide data on AYP and instructional programs for ESE students at all levels K-12.
3. * Submit recommendations to administrators concerning staffing needs based on current staffing formula.
4. * Prepare and analyze data for ESE cost factors in relationship to projected ESE FTE group two.
5. * Maintain a database on all ESE students in private schools to meet IDEA regulations.
6. * Assist district with professional development dealing with State Performance Plan.
7. * Maintain and report to state McKay Scholarship data and service locations.
8. * Assist district with required programs, surveys and reports requested by state and federal departments and agencies.
9. * Monitor and prepare reports and data for ESE students on Alternate Assessment.
10. * Supervise the development of Medicaid billing and audit reports for local, state and federal audits.
11. * Supervise the development and monitoring of Medicaid funding data for Exceptional Student Support Services and district departments.

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- 12. * Maintain current knowledge of Medicaid rules, statutes and Federal guidelines for both direct and administrative claims.
- 13. * Supervise the network system for billing of Medicaid by District for both direct and administrative claims.
- 14. * Supervise the identification of Medicaid eligible students and implement procedures for on-going identification of eligibility.
- 15. * Supervise the tracking of required service delivery and billing audit processes in accordance with Medicaid policies and procedures and generate analysis forms.
- 16. * Supervise the input of data into computer systems for Medicaid personnel.
- 17. * Monitor and maintain inventory data on all ESE IDEA funded equipment and materials.
- 18. * Assist department in developing updated Medicaid services manuals for speech/language, OT, PT, nurses, psychologists, social workers, and guidance counselors.
- 19. * Provide in-service activities to staff on Medicaid procedures for direct and administrative claims billing.
- 20. Perform other duties as assigned by the Executive Director of Exceptional Student Support Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE
AO-04-D \$74,371 - \$114,082
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES
PeopleSoft Position TBD
Personnel Category 05
EEO-5 Line 08
Function Vary
Job Code 1341
Survey Code 63057

FLSA
 Applicable
 Not applicable Previous Board Approval

ADA Information Provided by Britt Smith
Position Description Prepared by Britt Smith

BOARD APPROVED
April 27, 2010