



NEW: Submitted:
10/05/2021 10/06/2021

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| JOB TITLE: | SPECIALIST – ECE/MEDICAID |
| DIVISION | EXCEPTIONAL CHILD EDUCATION |
| SALARY SCHEDULE/GRADE: | III, GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8781 |
| BARGAINING UNIT: | CLAS |

| SCOPE OF RESPONSIBILITIES |
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| Ensures compliance and monitors implementation and effectiveness of district-wide Medicaid program; provides technical assistance for staff for all Medicaid reporting; works collaboratively and provides technical assistance to District staff in adhering to the Individuals of Disabilities Education Act (IDEA) |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
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| Assists in managing the KDE Medicaid application for both expanded care and IEP services |
| Monitors and reports on District wide Medicaid service provider service logs and required documentation including parental consent processes |
| Serves as liaison with other units, departments or outside agencies as required |
| Provides training for supervisors and service providers to meet all Medicaid and IDEA requirements for the district including quality assurances |
| Ensures all staff maintain required current provider registration status |
| Provides assistance to District and school staff in the areas of compliance with federal, state, district administrative procedures |
| Uses tools to create easy-to-follow step-by-step directions for completing ECE/Medicaid procedural tasks |
| Prepares and/or assists in preparation of reports, records, and other documentation as required Assures compliance with District ECE policies/ procedures, Kentucky Administrative (KAR), IDEA, and any applicable licensure board requirements |
| Maintains communication and works closely with District staff, local school staff, and the community regarding information, developments, and implementation of project, program or activity |
| Completes all trainings and other compliance requirements as assigned by the designated deadline |
| Evaluates staff as assigned |
| Performs other duties as assigned by supervisor |

| PHYSICAL DEMANDS |
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| The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. |

| MINIMUM QUALIFICATIONS |
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| Bachelor's Degree |
| Knowledge of federal and state laws and regulations regarding programs for exceptional children and Medicaid |
| Technical skills: Advanced ability with productivity tools (G-Suite, Microsoft Office, and Adobe Creative Cloud), with emphasis on Sheets, Forms, Excel, and Access |
| Experience using various tools to create best practices of data visualization and interaction of data |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
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| Experience in a diverse workplace |
| Master's Degree or higher in special education or similar field |