

Job Title:	SPED DATA SPECIALIST	Reports to:	Director of Special Education
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Responsible for coordinating assigned special education program components and related activities; providing information to others; and implementing and maintaining services within established District guidelines and standards.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assist with Medicaid Responsibilities; faxing new provider applications to AHCCCS to obtain provider # for Medicaid Billing
- Keep track of staff members, NPI, CPR & AHCCCS Provider ID and information
- Schedules CPR training required for SpEd staff
- Tracks staff that require CPI training and corresponds with trainer
- Assists with Medicaid Audit
- Prepares variety of Medicaid Reports, Oct 1st Student count, Staff Pool list and RMTS reports for Medicaid Billing companies; PCG & SW Billing
- Corresponds with parents and Transportation Dept with regard to SpEd bus transportation and changes.
- Schedule all SpEd Student Transfer meetings that have enrolled in the District
- Schedule all Initial MET/EVALs for students that have been referred via the SST team and/or a parent referral.
- Gather all data for the Initial MET meetings upload to IEP Pro and build the files.
- Track the timelines for the School Psychs in regards to the Initial METs/EVALs.
- Assist with the Hearing and Vision Screening and Data input for SpEd Students
- Customer Service/Answering Phones
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing to people of all ages and backgrounds
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to accept change, be flexible and show initiative
- Skills to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations, and use an excel spread sheet.
- Knowledge of Excel Spreadsheets and Student Information Systems
- Accuracy in electronic file initiation and maintenance
- Due to the confidential nature of this unit, the employee must maintain strict confidentiality of information.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- HS diploma or equivalent required; Associate's Degree in special education
- Two years related experience in a school environment desired

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.