

Job Title:	COMPLIANCE SPECIALIST	Reports to:	Director of Special Education
FLSA status:	Non-Exempt	Supervisor duties:	None
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Fiscal management and compliance of designated federal education grants; administrative support in preparing and managing federal, state and local grants; budget and technical support for grant funded programs.		

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 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
- Provide high level customer service while answering phones
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- 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
- 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 handle confrontation and conflict without an emotional response.
- Ability to manage multiple projects and deadlines.
- Strong knowledge of excel spreadsheet usage

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- HS diploma required; Associate's in a related field preferred
- Experience working with large data sets and/or data systems strongly preferred
- Two years experience in public school compliance preferred

Computer Proficiency: MS Office Suite, Student Management Software, 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. The employee is frequently required to climb, sit, stand, bend, and walk. The employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 25 pounds.

WORK ENVIRONMENT:

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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.