

JOB DESCRIPTION

Job Title	Student Services Billing and Records Specialist
Department	Student Services
Reports To	Director of Student Services
Classification	Classified
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Student Services Billing and Records Specialist works directly under the supervision of the Director of Student Services in the billing, training, and registrar tasks within the Student Services department. The Specialist ensures accurate record keeping throughout the district related to Medicaid billing, and Special Education services. This position works directly with internal and external stakeholders to ensure timely and accurate transfer of documentation for the Student Services department. In addition, the Specialist provides remedial training to staff to ensure district compliance.

Essential Job Functions

- Manages Medicaid billing to ensure maximum possible reimbursement.
- Coordinates and trains staff related to Medicaid billing.
- Regularly communicates with Student Services staff to ensure timely completion of tasks (e.g., billing and paperwork submission).
- Assists in budget and grant development, including submission and modification of online federal grants.
- Maintains accurate records of expenditures of local department budgets.
- Establishes accounting systems and maintains records for all departmental budgets.
- Reviews and processes special education evaluations and individualized education programs (IEP).
- Coordinates, manages, and assists Skyward users with Special Education and Student Service files.
- Monitors IEP compliance and Special Education state reporting
- Maintains accurate Skyward form templates; update forms per state guidance as needed
- Tracks expiring Special Education paperwork and communicates with coordinators, school psychologists and IEP managers to ensure compliance and timely completion.
- Manages and maintains student records and data management systems for all Special Education students.
- Prepares monthly and annual reporting for internal, state, and national level use.
- Performs data entry and ensures accuracy of Public Consulting Group (PCG) Quarterly Financials, and Cost Reporting.



- Updates and audits Staff Pool List for PCG reporting.
- Prepares Special Education information for the 3rd Friday and 2nd Friday reports.
- Monitors open enrollment students who receive special education services.
- Maintains accurate projected enrollments for next school year
- Maintains accurate files and records and processes incoming correspondence as instructed.

Ancillary Job Functions

- Prepares and runs labels for all Student Services bulk mailings when needed.
- Takes notes and minutes during meetings as assigned.
- Maintains accurate projected enrollment for the next school year.
- Assists with special projects within the Student Services department.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Possession of minimum of associate degree or 48 credits from an accredited higher education institution.
- Requires successful passing of district secretarial/clerical skills test.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Three years or more of related professional experience
- Experience in PreK-12 public education.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to provide services with a high degree of confidentiality.
- Ability to work independently with minimal supervision.
- Ability to interpret and communicate departmental and district policies, rules, and regulations.
- Demonstrates a clear commitment to accuracy and be detailed oriented.
- Ability to work and communicate effectively with a wide range of internal and external stakeholders.
- Ability to prioritize multiple projects simultaneously.
- Ability to multitask and adapt to change.
- Advanced skills in Microsoft Office programs.
- Ability to perform data entry with speed and accuracy.
- Effective oral and written communication skills.
- Ability to operate various office machines (computer, telephone, facsimile, copier, etc.).
- Ability to organize and keep accurate records.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.

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

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- Frequently required to talk and hear.