

ATTACHMENT NO. XI. D: Approval of Special Education Administrative Assistant

Suggested motion:                    Move to Approve

Recommended action:                Approve as presented.

It is recommended that a Special Education Administrative Assistant for the North Boone School District be approved. Kim Maville, Director of Special Education, and Stacey Corder, Executive Director of Business, are recommending the hire to act as a financial liaison between the Special Education Department and the Fiscal Department. This person will be responsible for maintaining special education expenditures and Medicaid in order to maximize the District's reimbursement. The position will be grant-funded for the first year with the plan to move to district-funded, using the additional reimbursement that the position will secure.

# North Boone

## Community Unit School District 200

### JOB DESCRIPTION

**Position/Title:** Special Education Administrative Assistant

**Reports to:** Special Education Director

**Qualifications:**

1. Experience in an educational setting is preferred.
2. Excellent organizational skills and written communication skills.
3. Multi-task oriented and flexible.
4. Computer expertise and independence in applying programs such as Google, Word, Excel, etc.
5. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
6. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
7. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
8. Ability to maintain confidentiality, have meticulous organizational skills and the ability to work within deadlines.

**General Responsibilities:** Maintain special education expenditures and Medicaid and act as the financial liaison between the Special Education Department and the Fiscal Department.

**Duties:** Include the following. (Other duties may be assigned).

1. Tracks grant and district expenditures to ensure purchases meet federal/state guidelines.
2. Generates reports for above grants/budgets as needed.
3. Input and track data for all annual claims which include: Private Day Residential, Excessive Cost, Room and Board, ESY, and tracks personnel for Administrative Outreach and Medicaid claims.
4. Maintain special education student records.
5. Track all expenses associated with Excessive Cost student in order to maximize reimbursement.
6. Track Medicaid Fee for Service claim verification and reporting on data submissions in order to maximize reimbursement.
7. Prepare all private facility contracts and update as needed.
8. Track alternative placement student costs including Related Services and hospitalizations.

9. Review and monitor Data Corrections Reports from Illinois State Board of Education for Excessive Cost, Private, and Summer School Claims.
10. Responsible for all grant entry as needed through IWAS program, through collaboration with the Director of Special Education and the Executive Director of Business.
11. Enters requests for purchasing in the financial software.
12. Barcode all new special education equipment and log.
13. Track outplaced student attendance.
14. Maintain a district wide calendar for IEPs and Evaluations.

Terms of employment: 260 days (twelve months)

Evaluation: Director of Special Education