Job Title: Special Education Compliance Technician

Department: Special Education

Reports To: Assigned Special Education Coordinator II

FLSA Status: Non Exempt

Salary Schedule: SC lane 06

SUMMARY

The primary responsibility of the Special Education Compliance Technician is to provide support in the areas of compliance monitoring and tasks associated with the WCSD Online IEP Management System and Online Medicaid Billing System. The Compliance Technician works closely with the Special Education Coordinator that oversees Compliance/Medicaid.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Performs data entry in the following areas: special education codes, correcting error codes in EasyTrac, compliance checks at schools, etc.

Runs monthly reports for analysis in Goalview (Online IEP Management System) and Easy Trac (Online Medicaid Billing System).

Provides frequently asked questions (FAQ) support to Special Education Department chairs, special education teachers, and related service providers regarding Goalview and Easy Trac.

Schedules and prepares items such as handouts, roll attendance, etc. for special education compliance trainings.

Facilitates Medicaid eligibility form completion with parents and Work Force Services.

Manages student special education files and records (arranging for records to be transferred to and from WCSD, digitizing files, and storage of records).

Assists Special Education Coordinators and Director with internal compliance reviews and provides support for any UBSE and/or Medicaid compliance reviews and audits.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have a working knowledge of and the ability to organize, sort, and manage data. Must have the ability to use spreadsheets and databases. Must be willing to learn new data systems and maintain proficiency.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Must have excellent verbal and written communication skills in order to collaborate effectively with administrators, teachers, parents, students, and various outside agencies. Must have the ability to acknowledge and utilize the skills and expertise of others and maintain confidentiality in order to build trust and increase the capacity of individuals and teams.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE
Six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS
This position does not require any certificates or licenses.

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 this 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 regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: **Special Education Director**		Date: **09/06/2005**
Approved By: **Executive Director, Human Resources**		Date: **09/07/2005**
☐ Reviewed	☒ Revised	By: **Special Education Director**	Date: **05/07/2010**
☐ Reviewed	☒ Revised	By: **Special Education Director**	Date: **11/03/2010**
☐ Reviewed	☒ Revised	By: **Special Education Director**	Date: **04/08/2019**
☐ Reviewed	☐ Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	