



Job Title: Credit Recovery & Medicaid Facilitator
Department: Special Education
Reports To: Cone Site Coordinator II
FLSA Status: Exempt
Salary Schedule: TT (up to TOSA Level 3)

SUMMARY

Under the direction of the Special Education Coordinator, the Credit Recovery & Medicaid Facilitator will facilitate the implementation of the Edgenuity Online Credit Recovery program for all special education students and/or teachers. Analyzes, summarizes and reviews data reports and findings, interprets results and makes recommendations in regards to credit recovery program and special education Medicaid funding. Writes and drafts correspondence, reports, documents along with other necessary information and guidelines.

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.*

Credit Recovery Duties:

- Creates and modifies curriculum and functionality of credit recovery courses within the Edgenuity Online program for special education students.
- Evaluates and suggests revisions to facilitate the credit recovery needs of special education students.
- Trains and educates special education teachers on best practices, protocols, policies in regards to graduation requirements.
- Develops, implements, and models productive and effective methodology of special education for the online recovery content curriculum.
- Organizes, manages and maintains all schools special education credit recovery.
- Communicates effectively and tactfully both orally and in writing with various audiences.
- Responds with tact, composure, and courtesy when dealing with difficult situations.
- Utilizes various technological skills in order perform necessary tasks.
- Performs weekly site visits for on-going training throughout year.
- Compiles reports for review for Special Education Director and team as needed.
- Produces and creates “quick helpers” for teachers as new curriculum and procedures are updated.

Medicaid Duties:

Helps facilitate parent enrollment for Medicaid eligibility by working with the Department of Workforce Services and appropriate district/school personnel.

Prepares Medicaid information by collecting attendance of eligible students needed for Medicaid billing purposes.

Oversees/trains for Medicaid Time Studies as required by Medicaid and collects data from Special Education staff.

Compiles Medicaid paperwork, reports and billings.

Prepares Medicaid information by collecting attendance of eligible students needed for Medicaid billing purposes.

Keeps up to date with current Medicaid requirements.

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.*

Knowledgeable of Credit Recovery rules and processes for implementing credit recovery for special education students and the ability to train and assist teachers with those rules and processes.

Knowledgeable of Medicaid regulations and reporting requirements.

Knowledgeable of and experience using web browsers spreadsheets.

Ability to work effectively with individuals with disabilities. Ability to learn tasks quickly and work with a minimum of supervision. Previous experience working with individuals with and without disabilities preferred.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. 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 management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

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

Bachelor's degree from an accredited four-year college or university.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an active Utah Level 2 Teaching License.

Must have a valid Utah Driver’s License.

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 sit; use fingers and hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

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 moderate.

Prepared By: Director of Special Education			Date: 3/4/2016
Approved By: Executive Director, Human Resources			Date: 3/18/2016
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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:	