



Longview Independent School District

JOB DESCRIPTION

FEDERAL PROGRAMS/MEDICAID SECRETARY

JOB TITLE:	Federal Programs/ Medicaid Secretary	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Special Education	TERMS:	226 Days
DEPARTMENT:	Special Education	PAY GRADE:	Clerical/Para 5

PRIMARY PURPOSE:

Process and file Medicaid claims on eligible students in Special Education receiving related services and provide clerical services to Special Education support staff; maintain current district, TEA, and federal mandated reports, maintain an efficient office management system for the Coordinator of Title I, and maintain a professional and cooperative atmosphere with colleagues at the administrative and campus level

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

- Computer skills, mainframe experience, knowledge of Microsoft Works, Microsoft Word, PowerPoint, Excel
- Extensive understanding of SHARS, HHSC, TMHP, SuccessEd and Special Education
- SHARS participation; billing and training the participants within the system
- Proficient in establishing and working with databases (defining fields and formulas), graphs, charts, and mail merge
- Proficient in using Internet to locate and download information
- Budgeting experience, preferred
- Excellent interpersonal and oral and written communication skills with ability to proof and edit
- Multi-tasking, detail oriented; ability to follow multiple directions
- Experience working with federal programs, preferred

Experience:

Three years of secretarial experience, preferably in a public education environment



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MAJOR RESPONSIBILITIES AND DUTIES:

Medicaid Secretarial Duties

1. Ensure all regulations concerning the Medicaid School Health and Related Services program are followed
2. Maintain records of Medicaid funds received and balance with certification of expended funds from NHIC
3. Secure and maintain an accurate and current list of Medicaid eligible students
4. Coordinate eligible related services of students in special education with appropriate personnel for submission of claims
5. Participate in staff meetings/trainings
6. Follow district policies and procedures
7. Adhere to the strict reporting timelines of SHARS
8. Review the SHARS cost reporting and reimbursement statements and the random moment time studies
9. Work closely with all related services to monitor and track billing
10. Provide positive communication with participants regarding allowable billing
11. Track SPP indicators 7 (early childhood outcomes), 11 (Child Find) and 12 (Early childhood transition) for the district

Other Secretarial Duties

12. Organize and manage the routine work activities
13. Perform varied clerical tasks in the preparation of correspondence, reports, etc.
14. Ensure student confidentiality
15. Exercise good communication skills, telephone etiquette
16. Prepare correspondence, forms, reports, fliers, initiations, etc. for the department using approved software and assigned computer



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other Secretarial Duties (continued)

17. Prepare and disburse information to principals, instructional consultants, and teachers that are identified Title I campuses in a timely manner
18. Perform routine bookkeeping tasks, including complex mathematical operations for the department
19. Design and create forms as needed
20. Assist with the preparation of purchase orders and payment authorizations
21. Maintain physical and computerized departmental files
22. Facilitate communication with parents about Title I programs
23. Assist with compiling and preparing budgets for Title I
24. Keep and log Title I information for audit purposes
25. Retrieve and assemble student data from campuses to disseminate required data for state and federal records
26. Maintain student records as needed

Other

27. Comply with district policies, as well as state and federal laws and regulations
28. Adhere to the district's safety policies and procedures
29. Maintain confidentiality in the conduct of district business
30. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
31. Demonstrate regular and prompt attendance
32. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); ability to attend to detail; maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Paraprofessional Appraisal

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Oct., 2019