

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PROGRAM MANAGER - MEDICAL ASSISTANCE

POSITION: Program Manager - Medical Assistance

REPORTS TO: Director of Special Education

LOCATION: Department of Special Education

NATURE OF WORK:

This Program Manager Medical Assistance position is primarily responsible for compiling, verifying, recording, and reporting financial and related data in the maintenance of the student accounting system and Medical Assistance billing for the Department of Special Education. Work involves responsibility for a broad range of accounting activities from recording of data and submitting invoices for billable medical assistance services to preparing reports. While work may include general clerical tasks, the fiscal aspects of work are the primary allocation factor.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess considerable knowledge of clerical bookkeeping and accounting principles, techniques, procedures, and methods, and school system accounting and purchasing procedures
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools
- Possess knowledge in county, state and federal accounting and reporting

DUTIES AND RESPONSIBILITIES:

- Maintains accounts, and gathers consent forms and billing sheets for Medical Assistance students
- Submits Medical Assistance billing monthly, and handles other transactions as directed by the supervisor
- Monitors receipt of verification of billable Medical Assistance services
- Coordinates with the school staffs' monthly receipt of and follow-up regarding Medical Assistance bills
- Works within the existing database to perform queries and runs reports as needed
- Makes arithmetical computations rapidly and accurately

- Communicates with other local agencies and school departments, Maryland State Department of Education, and local schools by telephone and written communication
- Composes letters, reports, etc., related to Medical Assistance for the signature of the director
- Communicates with IEP chairpersons, special education service providers, and administrators within the system the procedures, processes, and required follow-up for Medical Assistance billing
- Maintains office filing utilizing an existing filing system
- Maintains current telephone listings for state and local agencies interfacing with Medical Assistance and special education student data reporting
- Attends state level meetings regarding Medical Assistance and student data collection for special education. Reports the results to appropriate staff and, as necessary
- Trains professional and classified staff regarding processes, procedures, and regulations
- Prepares annual budget projection for Medical Assistance billing
- Maintains knowledge of current county, state, federal, and school board legal policies affecting Medical Assistance and special education student data reporting
- Supervises temporary clerical personnel when necessary
- Prepares reports, letters, inventories, presentations, and maintains files
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma or GED
- Associate degree OR three (3) years of experience in clerical accounting work in county, state and federal accounting and reporting

Preferred:

- College accounting courses
- Experience in Medical Assistance billing

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 23.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PROGRAM MANAGER - ONLINE LEARNING

POSITION: Program Manager - Online Learning

REPORTS TO: Principal

LOCATION: Great Mills High School

NATURE OF WORK:

Reporting to the Great Mills High School Principal and working in collaboration with the Edgenuity Learning teachers, the Online Learning Program Manager is responsible for all aspects of managing and mentoring students in the Edgenuity Learning digital curriculum, demonstrating creativity and flexibility, and carrying out the responsibilities of the position as defined below.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

DUTIES AND RESPONSIBILITIES:

- Develops and manages positive working relationships with students, schools, and other community-based organizations
- Builds strong working relationships with all Online Learning teachers, principals, and central office staff, specifically those in the Department of Assessment and Accountability (DAA)
- Manages the progression of students in the Edgenuity Learning system in collaboration with the Online Learning teachers, counselors, and building principal throughout the year
- Manages the operation of the Edgenuity Learning system as well as offerings from the Maryland Virtual Learning Opportunities (MVLO)
- Manages and supports student grade recordation for completed coursework with school-based staff
- Works closely with the counseling staff and the administrative team to identify struggling students and coordinate interventions for students not meeting graduation requirements including testing and credit recovery
- Educates students and community stakeholders about the online educational opportunities available
- Coordinates teachers' development of targeted modules for recovery in the Edgenuity Learning system

- Coordinates regular meetings with school-based staff and DAA to ensure continuity of implementation
- Communicates weekly with student, parent(s), and/or guardians regarding student progress on coursework
- Completes and submit required program reports
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma or GED
- Associates degree with and emphasis in education, social work, psychology, or counseling, or three (3) years of experience

Preferred:

- Experience working in racially, ethnically, and socioeconomically diverse communities

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 23.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025