



Romoland School District

JOB DESCRIPTION

PUPIL SERVICES TECHNICIAN

Definition:

Under the general supervision of the Director of Pupil Services, this position provides administrative and technical support for the backend operations of Social-Emotional Learning and Behavior (SEL-B) within a Multi-tiered Systems of Support (MTSS) framework. Responsibilities include performing complex tasks related to the collection, entry and maintenance of data for behavioral and mental health supports, along with overseeing reimbursement activities using specialized database systems.

Example of Duties:

1. Serve as a resource to district staff, parents, and others on behavioral and mental health related billing and related District operations.
2. Review and resolve data errors to maintain data accuracy.
3. Generate and maintain a variety of documents, records, lists, and reports related to student, personnel, and provider data and information for the purpose of behavioral and mental health billing and trends.
4. Assist the Director with reimbursement activities, including supporting the preparation, maintenance, and submission of detailed invoices as requested by funding agencies.
5. Provide requested information for the Cost and Reimbursement Comparison Schedule and LEA Program Participation Agreement reports to ensure accurate data access for users.
6. Act as the liaison to the contracted agencies for the purpose of ensuring maximum reimbursable amounts.
7. Communicate across district departments and various outside agencies to exchange information and resolve issues and concerns.
8. Input, update, format, and retrieve student, personnel, and provider data including applicable services provided in the assigned systems to ensure compliance with local, state, and federal guidelines.
9. Maintain and comply with current knowledge of local, state and federal standards, laws, codes, and policies, related to behavioral and mental health billing and District programs, and provide ongoing support and undated information to staff.
10. Participate in meetings, workshops, and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
11. Train selected department and school staff to ensure they understand billable services, billing documentation, and use databases and related software.
12. Perform other related job duties as assigned.

Qualifications

Knowledge of:

Modern office practices; methods and procedures; appropriate English usage, spelling, grammar, punctuation and arithmetical concepts; standard office machines and equipment; operational procedures and policies, rules, regulations, and legal provisions specific to the assignment.

Ability to:

Plan, prioritize, organize work of self; perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Operate standard office equipment; plan and manage projects; prepare and maintain accurate records; and utilize pertinent software applications.

Physical Requirements:

The physical requirements below are necessary to perform the essential functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Work environment is a typical indoor office setting. Requires willingness and ability to work effectively and move about in an office.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports.
- Sufficient visual acuity to see and read small print.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of breaks and lunch).
- Sufficient mobility to bend, stoop, push/pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.
- Ability to lift up to 20 pounds on an intermittent basis.

Experience

Previous school district experience desirable; three years of experience in data management, technical clerical work, accounting, and/or bookkeeping.

Licenses/Certifications Required:

Proof of Tuberculosis clearance every four years; Fingerprint clearance by the Department of Justice.

Education:

High school diploma or equivalent

Employment Status:

Classified Bargaining Unit

Work Year:

247 days

Row:

22

Board Approved:

May 13, 2025