San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	SHARS Clerk	**Exemption Status:**	Exempt
Reports to:	Director of Special Services Dept.	**Pay Grade:**	04
Works with:	Staff/Students	**Days:**	226
Dept. /School:	Special Services Dept.	**Date Revised:**	08/19/2020

Primary Purpose:

Major duties of the SHARS clerk are to submit claims for reimbursement for Medicaid eligible services, maintaining security procedures to protect the confidentiality of student records, and monitoring compliance with state and federal regulations.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

- Knowledge of special education and related services within a school district
- Knowledge of Medicaid billing and Medicaid definition of billable services
- Knowledge of Medicaid required random moment time studies and SHARS system preferred
- Ability to use software to develop spreadsheets and databases, and do word processing
- Proficient in keyboarding, file maintenance skills and 10-key skills
- Experience with data entry and record keeping.
- Problem solving skills
- Detail oriented and ability to meet established deadlines

Experience:

- Three to five years data entry experience, preferably in school business or special education environment

Major Responsibilities and Duties:

1. Identify and train employees providing services under the Student Health Related Services (SHARS) program and the Medicaid Administrative Claiming (MAC) program.

2. Maintain the participant list for the SHARS and MAC programs.

3. Compile and maintain accurate records regarding personnel funded through federal grants, including time and effort documentation.

4. Provide a report that reflects the changes in SBCISD staff, contract labor and vacant positions on the participant list and the reasons for the changes. The report should be completed at the close of each participant list and provided to the Grant Accountant in the accounting department.

5. Complete required training for RMTS, MAC, and SHARS.
6. Maintain the SHARS/MAC job category coding in TEAMS.

7. Identify students eligible for SHARS.

8. Reconcile remittance and status reports.

9. Coordinate with the Business Office to complete and submit the quarterly certification of funds.

10. Train participants in random-moment time study procedures.

11. Monitor and maintain documentation of provided services and activities.

12. Perform routine audits of billing activity.

13. Provide required reports to third party administrator.

14. Monitor and maintain documentation Medicaid billable services.

15. Assist in developing and submitting required Medicaid reports.

16. Assist district personnel in documenting Medicaid reports.

17. Act as liaison between District and third party administrator's program staff.

18. Maintain confidentiality with regard to student records and personal information.

19. Provide back up support to other staff in department as needed.

20. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____