



JOB DESCRIPTION

Job Title	Special Education Billing and Records Assistant
Department	Student Services
Reports To	Director of Special Education
Classification	Classified
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Special Education Billing and Records Assistant works under the supervision of the Director of Special Education, supporting the department's billing, training, and registrar tasks. This position is responsible for accurate record-keeping related to Medicaid billing and Special Education services and works closely with the Special Education Data Specialist to ensure timely and accurate documentation. The Special Education Billing and Records Assistant interacts with internal and external stakeholders to ensure billing and records system functionality.

Essential Job Functions

- Assists with Medicaid SBS billing to ensure maximum possible reimbursement.
- Regularly communicates with staff to ensure timely completion of tasks (e.g., billing and documentation submission).
- Tracks and obtains consent to bill for Medicaid SBS services to ensure reimbursement for eligible students.
- Performs data entry and ensures accuracy of Public Consulting Group (PCG) system data, including auditing and updating Staff Pool List and supporting Random Moment in Time (RMTS) surveys.
- Understanding of special education documentation platforms (e.g., IEP4Schools, Infinite Campus, etc.)
- Supports systems for special education student record storage and retention (e.g., SharePoint)
- Processes internal and external special education records requests.
- Assists with review and processing of special education documentation including Individualized Education Programs (IEPs) and special education evaluations to ensure procedural compliance.
- Monitors expiring special education documentation and communicates with key stakeholders to ensure compliance and timely completion of documentation.
- Processes WI Disability Determination and related requests.
- Supports early learning systems including Birth-3 Transitions and Child Development Check-In.
- Supports private school systems including Private School Request for Assistance.

Ancillary Job Functions

- Prepares and runs labels for all Student Services bulk mailings when needed.
- Takes notes and minutes during meetings as assigned.
- Assists with special projects within the Student Services department.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Minimum of three years of related professional experience.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Three years or more of related professional experience
- Experience in PreK-12 public education.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to provide services with a high degree of confidentiality.
- Ability to work independently with minimal supervision.
- Ability to interpret and communicate departmental and district policies, rules, and regulations.
- Demonstrates a clear commitment to accuracy and be detailed oriented.
- Ability to work and communicate effectively with a wide range of internal and external stakeholders.
- Ability to prioritize multiple projects simultaneously.
- Ability to multitask and adapt to change.
- Advanced skills in Microsoft Office programs.
- Ability to perform data entry with speed and accuracy.
- Effective oral and written communication skills.
- Ability to operate various office machines (computer, telephone, facsimile, copier, etc.).
- Ability to organize and keep accurate records.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- Frequently required to talk and hear.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.