EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Special Education Data Specialist
Department	Special Education
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.1

Job Summary

The Special Education Data Specialist provides oversight, management, and implementation of the Medicaid School-Based Services (SBS) billing system and special education documentation systems. This position is responsible for developing, refining, and expanding district-wide billing and data management systems to ensure compliance and maximize reimbursement. The Data Specialist works closely with the Special Education Billing and Records Associate to coordinate billing, training, and record-keeping, and ensures accurate and timely transfer of documentation. The role involves collaboration with internal and external stakeholders to support the Special Education department's data and compliance needs.

Essential Job Functions

- Provides oversight and management for the Medicaid SBS billing system to ensure maximum possible reimbursement
- Build systems to enable all qualified positions to complete Medicaid billing.
- Coordinates and trains staff across multiple departments to ensure Medicaid SBS billing is completed accurately and efficiently.
- Trains staff to accurately document reimbursable school-based services in school plans.
- Expand and sustain district-wide attendant care billing system.
- Maintain district-wide specialized transportation billing system.
- Management of Public Consulting Group (PCG) reporting system
- Oversight of special education documentation platform (e.g., IEP4Schools, Infinite Campus, etc.) to ensure compliance with state and federal documentation guidelines.
- Manages and maintains systems for special education student record storage and retention (e.g., SharePoint)
- Reviews and processes special education documentation including Individualized Education Programs (IEPs) and special education evaluations to ensure procedural compliance.
- Reconciles special education data between systems (Student Information System, special education documentation platform, WISEdata) to ensure accurate reporting.
- Management of State Performance Plan (SPP) Indicator reports (e.g., Indicator 7, 11, & 12)

- Prepares monthly and annual reporting for internal, state, and national level use.
- Prepares Special Education information for the 3rd Friday and 2nd Friday reports.
- Maintains accurate projected enrollments for current and upcoming school year, including alternative placements
- Monitors open enrollment of students who receive special education services.
- Maintains accurate private school enrollment data to support provision of IDEA Equitable Services
- Assists with Transfer of Service, High-Cost Special Education Aid, and Special Education Open Enrollment Actual Cost, and other state reporting.
- Maintain strict confidentiality.

Ancillary Job Functions

- Prepares and runs labels for all Special Education bulk mailings when needed.
- Takes notes and minutes during meetings as assigned.
- Assists with special projects within the Special Education 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.

- Possession of minimum of associate degree or 48 credits from an accredited higher education institution.

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

- Bachelor's degree in a related field
- 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.