

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: Tier III Coordinator

LOCATION: Various Schools

JOB CATERGORY: Professional

PAY GRADE: Grade 30

FSLA: Exempt

IMMEDIATE SUPERVISOR:
Supervisor of Special Services

GENERAL DEFINITION AND CONDITIONS OF WORK

Oversee all Tier II related programs. Performs a full range of tasks in support of the Warren County Public Schools (WCPS) Medicaid program and online IEP writer. Serves as the primary point of contact for all Medicaid programs and IEP Online activities. Coordinates and leads the Autism Services Improvement Team.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

A. Tier III Responsibilities

1. Plans and coordinates for the provision of special education services and supports to students with tier III level needs;
2. Trains all staff providing support to Tier III programs; trainings to include but not limited to MANDT, state-mandated trainings, evidence-based practice training, Unique Learning System/Curriculum- Based Training;
3. Oversees the Virginia Alternative Assessment Program to include but not limited to the training of staff and scorers, monitoring and pre-scoring the collections of evidence, coordinating the local scoring event, collaborating with the WCPS Test Coordinator to ensure timelines are met;
4. In Collaboration with the WCPS OT department, develops and maintains sensory rooms in each school of WCPS;
5. Establishes and maintains communication with parents of student in the program;
6. Participates in the development of Behavioral Intervention Plans (BIP) and Functional Behavioral Assessments (FBA) for students with Tier III Level needs;
7. Supports the planning and implementation of special education initiatives. Integrates new developments, research findings and best practices into ongoing programs and new initiatives;
8. Performs related work as required.

B. Medicaid Responsibilities

- a. Develops procedures pertaining to Medicaid documentation and reimbursement and ensures compliance;
- b. Develops procedures for identification of Medicaid-eligible students;
- c. Interfaces with staff to obtain parental consent forms;
- d. Interfaces with federal, state, local and private agencies to obtain information about eligible students
- e. Monitor federal, state, and licensing boards regulations pertaining to the Medicare and schools program

- f. Review applicable laws and regulations
 - g. Prepares, maintains, and reviews all student Medicaid files;
 - h. Coordinates all billable services (i.e. speech, physical and occupational therapy services and transportation); Creates, maintains, and provides supporting documentation and providers qualifications; submit all billing related to special transportation through the easyTrac
 - i. Analyzes plans and care, addendums, discharge and note documentation and billing information;
 - j. Acts as WCPS liaison with appropriate state agencies;
 - k. Develops and maintains billing program for reimbursement of services;
 - l. Responds to billing discrepancies and follow up on denied claims;
 - m. Trains providers regarding compliance with Medicaid requirements and procedures;
 - n. Prepares and reviews program-related correspondence;
 - o. Coordinates and monitors the Administrative Claiming Program (including quarterly time study);
 - p. Stays abreast of changes and developments in the Medicaid reimbursement program and attend Medicaid meetings conducted by state and federal agencies;
 - q. Collaborates with Finance, Special Education and Health Services and Transportation departments to obtain information on Medicaid-related activities as needed for Cost-Based Reimbursement; Complete school based services and transportation cost reports
 - r. Facilitates direct claiming: the process that generates interim payments throughout the year for OT, PT, SLP and Nursing services. The data from the direct claiming is used for the Billing Compliance Review.
 - s. Submits the required documentation for administrative claiming;
 - t. Complete reimbursement procedures necessary for billing for special transportation services;
 - u. Complete Cost Settlement which includes the Cost Report and Billing Compliance Review
 - v. Performs related work as required.
- C. Online IEP Writer Technical Support
- a. Acts as WCPS liaison to Online IEP writer program provider;
 - b. Stay current on program updates and notifies appropriate staff of changes;
 - c. Provides technical and troubleshooting support for staff
 - d. Coordinates upload of information from WCPS data dashboard to IEPOne;
 - e. Interfaces with other counties to complete interdistrict transfers of online information for students moving in and out of WCPS;
 - f. Assisting with managing data scored in Online IEP writer program;
 - g. Performs related work as required
- D. Autism Services Improvement Team Responsibilities

- a. Coordinates team activities to support students with ASD in all school settings.
- b. Collaborates with VCU ACE regarding training updates for staff supporting students with autism. Communicates ASIT progress with VCU ACE following the outline of the grant.
- c. Collaborates with VTSS team to incorporate evidence based practices for students with autism throughout the county.
- d. Participates in the Communities of Leaders in Autism (CoLA). Represents WCPS at CoLA conferences and presents WCPS initiatives and progress.
- e. Provides support to WCPS schools in implementing social skills subcommittee.
- f. Coaches' teacher of students with autism in the implementation of Evidence Based Practices in their classrooms. Supports those teachers to coach other teachers in their buildings on these practices.
- g. Other duties as assigned.

KNOWLEDGE, SKILLS, EDUCATION, AND EXPERIENCE

- Bachelor's degree in Education or related field required
- Demonstrated ability to prioritize tasks, meet deadlines, self-motivate, and work independently
- Demonstrated ability to build strong social/emotional communities of learners
- Strong communication and interpersonal skills
- Experience working with families from diverse cultures and socio-economic backgrounds.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria; auditorium; and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required.

Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning

environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by the Director of Special Services.