

# JOB DESCRIPTION

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<b>Job Title</b>	Facilitator Compliance and Reimbursement	<b>Job Title Code</b>	130836
<b>Reports to</b>	Director Operations and Compliance	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Special Education and Special Services	<b>Pay Grade</b>	105
		<b>Date Revised</b>	February 3, 2025

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## Primary Purpose

Handle submittals and coordinate, monitor, and reconcile the District's automated School Health and Related Services/Medicaid Administrative Claiming (SHARS/MAC) process and coordinate the District Special Education PEIMS submission in a timely and accurate fashion.

## Education/Certification

- Master's degree
- Valid Texas Mid-Management, Administrative, or Principal's Certificate

## Special Knowledge/Skills

- Strong organizational, communication, public relations and interpersonal skills
- Knowledge of computer hardware and software applications
- Demonstrated computer and technology skills
- Knowledge of claims and reimbursement methodologies
- Thorough understanding of school operations and policies
- Knowledge of budget management
- Ability to interpret policy, procedures, and data
- Thorough understanding of Local, State and Federal Rules and Regulations governing special education including Individuals with Disabilities Education Act (IDEA), Americans with Disabilities Act, and Family Educational Rights and Privacy Act (FERPA)
- Ability to access and interpret the Legal Framework for the Child Centered Process, Public Education Information Management System (PEIMS), and the Student Attendance Accounting Handbook
- Fulfillment to meet strict timelines and deadlines

## Experience

- Three (3) years related experience

## Major Responsibilities and Duties

1. Interact with campuses to coordinate the distribution and collection of special education and health services documentation for services delivered to children.
2. Oversee and manage collaboration with the District's third-party administrator regarding the cost settlement.
3. Review SHARS/MAC billing claims with the Budget Director and Chief Business Officer.
4. Maintain appropriate documentation concerning all EPISD's service providers' certifications and/or licensures
5. Supervise the reconciliation of unpaid SHARS claims and corrective action necessary to resubmit claims for payment.
6. Coordinate the MAC time study process.
7. Supervise the calculation of the District's MAC claims, including establishment.
8. Supervise and collaborate with the District's third-party administrator for SHARS/MAC billing and reimbursements.
9. Collaborate with other departments, campuses, vendors, and agencies to ensure timely and accurate compliance in accordance with applicable state and federal regulations.
10. Develop and implement staff development related to budget, billing and federal reimbursement.
11. Manage data integrity and content of EPISD web site on all issues related to SHARS/MAC.

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12. Assist schools and administrative departments to manage all automated student records systems in the district within established plans, policies, and procedures as it relates to Special Education and PEIMS.
13. Work within administrators responsible for student records and instruction to ensure that automated systems support district policies and procedures regarding student information as it relates to Special Education and PEIMS.
14. Plan and execute a continuing training and information dissemination program so that all administrators, clerks, and teachers can effectively carry out district procedures in respect to student record systems and processing.
15. Coordinate the process of distributing aggregated student information to the appropriate EPISD department heads to ensure compliance with information needs and state and federal reporting requirements.
16. Assist with planning and implementing automated systems, to meet the identified needs of users of student information using all technology resources.
17. Coordinate with PEIMS Coordinator to ensure that special education dates for PEIMS are submitted correctly.

## **School/Community Relations**

18. Develop a plan to maximize SHARS/MAC reimbursements.
19. Interact with and provide information to staff and the community regarding SHARS/MAC and PEIMS.
20. Interact and collaborate with appropriate agencies, including HHSC.

## **Professional Growth and Development**

21. Participate in professional growth activities and stays current with local, state and federal regulations regarding special education, including IDEA, PEIMS and SHARS/MAC.
22. Attend required staff development.
23. Develop training options and improvement plans to ensure exemplary operations in the information services and technology area as it relates to Special Education, PEIMS and SHARS/MAC.
24. Attend professional growth activities to keep abreast of innovations in information management and technology services.

## **Supervisory Responsibilities**

Medicaid Clerks, SEMS Clerks, PEIMS Clerk

## **Physical and Mental Job Requirements**

### **Mental Demands/Physical Demands/Environmental Factors**

- Maintain emotional control under stress and works with frequent interruptions; occasional prolonged and irregular hours; ability to travel.

## **Terms of Employment**

226 days; salary to be established by Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_



EL PASO  
INDEPENDENT  
SCHOOL DISTRICT

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Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.