

Qualifications:

- Some education in office and business practices beyond high school with a year of experience in computer data base management, spreadsheets, and collection and reporting of data or an equivalent combination of experience and education.
- Ability to learn and comprehend the laws and regulations governing exceptional children programs.

Nature of Work

To gather and manage a wide variety of records that are required in an Exceptional Children's Program.

Knowledge, Skills and Abilities:

- Extensive knowledge of grammar, vocabulary and punctuation
- Extensive knowledge of office practices and procedures
- Extensive knowledge in specific area of assignment
- Considerable knowledge of rules, regulations, procedures and functions of complex organizations
- Ability to promote good relationships internally and with the public
- Ability to exercise sound judgment in resolving problems
- Ability to plan and organize work activities
- Ability to perform with only broad statements of expectations
- Good communication skills both written and verbal

Essential Job Functions:

- Maintains statewide web-based data base (CECAS).
- Serves as contact person between school system and DPI.
- Prepares and submits data for Periodic Counts that are taken three times a year by DPI.
- Resolves data errors, generates reports to verify data is correct and certifies the data.
- Serves as a member of the local CECAS training team.
- Maintains local EC data base.
- Tracks paperwork and timelines related to referral, placement, and re-evaluation of individual students, notifying appropriate personnel of due dates.
- Verifies compliance of individual student records with state and federal regulations.
- Provides support to school staff in understanding compliance issues.
- Compiles data and other information for non-routine requests by the State Board of Education, the local school board, and the school system's administrative team.
- Copies and distributes EC forms and Handbooks on Parents' Rights to each of the schools.

- Keeps historical records of previous Headcounts and End-of- Year Reports.
- Assists in conducting staff development activities.
- Provides information for the Continuous Improvement Focused Monitoring System (CIMS) and the Continuous Improvement Performance Plan (CIPP).
- Maintains Exceptional Children's component of NC Wise at each school by downloading EC information to the school's NC Wise computers every 20 days.
- Checks reports for transfers and dropouts.
- Serves as contact person between Public Consulting Group, Inc. and therapist's billing for Medicaid.
- Provides required student information to Public Consulting Group, Inc. for billing purposes on a quarterly basis.
- Obtains physician's signature for Physician authorization Forms.
- Maintains records required by the Federal Government.
- Maintains student information in the local data base, downloads information to NC Wise computers.
- Prepares Headcount information to be submitted through the Central Office NC Wise.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: _____ Date: _____