**Job Description for Special Education Administrative Assistant**

**State/Federal Compliance:**

* Assist special education director and staff in tracking special education timelines.
* Do special education student file reviews to insure compliance.
* Assist special education director with entering special education program improvement activities into the State Department Compliance Tracking Tool.
* Liaison with State Special Education District Representatives.
* Assist the special education director in submitting reports to the State Department of Education on compliance issues.
* Perform yearly mailing of Procedural Safeguards Notices to parents of special education students in our district.
* Perform monthly ISEE updates and yearly child count updates.
* Enter special education status and statewide testing accommodations in Powerschool.

**Districtwide Staff Support Services:**

* Schedule testing with school psychologist after verifying that prerequisites are in place.
* Serve as district representative in IEP meetings and take notes, when the special education director is unable to attend.
* Attend special education director meetings, special education law conferences, special education trainings and Case-e meetings.
* Coordinate and assist with the Kindergarten screening and perform all child find activities.
* Schedule special education staff meetings and trainings.
* Store and maintain student testing protocol files and student special education dead files. Perform notification and legal destruction of dead files after six years.
* Order teaching materials and testing protocols for special education staff.
* Research information for special education director and staff.
* Attend Digger meetings at Central Elementary.
* Assist the special education director in staying informed on special education laws and issues and Medicaid rules.
* Perform any other duties as requested by the special education director.

**CASE-E:**

* Administer the Case-e program (IEP Development Program).
* Proof-read and approve IEPs in Case-e and send finalized copies to parents.
* Train special education staff on Medicaid billing, Case-e, and special education requirements and guidelines.

**Medicaid:**

* Liaison with Idaho State Billing Services (Medicaid and Case-e).
* Gather, review and prepare Medicaid billing for submission by mail.
* Track supporting documents for Medicaid billing.
* Inform financial clerk of amounts ready to bill.