



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Special Ed Compliance Clerk

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Reports to:	SHARS Manager and/or Funding & Reporting Specialist
School/Department:	Educational Support Services
Pay Grade:	Office Professional/CS5
Work Days:	226
Wage/hour status:	Non-Exempt
Created/revised:	August 2024

Primary Purpose:

Provides support within the Educational Support Services Department in the area of either SHARS & Medicaid billing or Funding & Reporting associated with time and effort related to PEIMS for Special Education, Section 504, and Dyslexia Services. This includes reviewing, monitoring, and updating PEIMS elements daily in accordance with reporting deadlines. Corresponds with assessment personnel, SHARS Manager, SHARS Clerks, CSTAs, Registrars, 504 and Dyslexia Specialists to ensure ARD and 504 documentation and PEIMS are corrected to reflect student services when data is not consistent. Work with the Data Quality Department (PEIMS staff) to get further clarification of data reporting as needed.

Qualifications:

Education/Certification:

- High school degree or GED
- Nine (9) hours of college accounting coursework or comparable from an accredited college or university recognized by the US Department of Education preferred

Special Knowledge/Skills:

- Knowledge of special education and related services within a school district
- Knowledge of Admission, Review and Dismissal (ARD) Committee process and Individual Education Plan/Program (IEP) development
- Skill in presenting oral and written information in a comprehensive and organized manner to diverse audiences
- Skill in the use of keyboarding, 10 key, Microsoft Word, Power Point, Excel, eSped, eSchool, and web based data management systems and software packages
- Skill in bookkeeping such as reconciliation, journal entries, account balance, and reporting
- Skill in mathematical calculations and detailed work, data entry, and detailed numerical/clerical work
- Skill in processing a high volume of transactions with a high level of accuracy such as claims, invoices, billing, funding, and reporting
- Ability to follow complex instructions, work independently with minimal supervision
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the District in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer services to administrators, District officials, parents, coworkers, and vendors
- Ability to train new campus support team assistant personnel

Experience:

- Two years of verifiable office professional experience preferably in a special education setting;
 - Experience working with:



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- integrating reports in Microsoft Excel and with data management systems
- diverse population of stakeholders including campus and district level staff
- Experience working with related special education billing, funding, and reporting aspects specifically in the areas of SHARS, Medicaid, and other financial aspects helpful.

Major Responsibilities and Duties:

List Major Area of Responsibility

1. Provide technical assistance to service providers, supervisors, or program administrators in specialized areas of eSped, eSchool, Medicaid, SHARS, billing, funding and reporting.
2. Consult with Funding and Reporting Specialist on both routine and non-routine matters regarding the procedures and policies of PEIMS or other data management processes.
3. Assist Funding and Reporting Specialist in creating Fall and Spring time and effort documents using employee coding as a guide.
4. Assist with process and follow up on Medicaid billing, reimbursement, and adjustment aspects associated with the district and its students.
5. Download and troubleshoot errors on the reports such as Cognos Dyslexia and other Special Ed reports, using data from ARDs and 504 plans and making corrections in eSped and/or eSchool.
6. Email campus leadership and compile teacher and para grade level reporting for snapshot.
7. Run weekly or bi-monthly comparison reports and communicate any necessary changes in eSchool SMART and/or eSped to the CSTAs or ARD Specialists, SHARS Manager.
8. Enter data from ARDs into PEIMS (public education information management system) for any campuses that currently have a CSTA vacancy if necessary.
9. Generate a PreK coding document for each new EE/P4 student as services are initiated.
10. Share PreK coding documents with campus Registrars, communicating any necessary changes in grade, calendar or start dates.
11. Run reports in eSchool to monitor and update early childhood special education indicators.
12. Attend monthly Compliance meetings to discuss, present, and improve data on various projects within the Special Ed Department.
13. Provide support as required including but not limited to copying, filing, scanning, and mailing documents related various PEIMS and time and effort documents.
14. Correct and communicate data discrepancies tactfully with assessment personnel, CSTAs, and 504 Specialists to reduce the possibility of recurring errors.
15. Meet, train and communicate with directors and department leads to determine way we can improve data collection using programs such as Google sheets.
16. Email job descriptions and time and effort documents each semester to campus administrators and staff.
17. Collect, track and file the time and effort documents and job descriptions, following up with staff for any missing documents.
18. Compile district-wide special ed, section 504 or dyslexia data reports as requested by special ed leadership in the absence of the Funding and Reporting Specialist.

Records, Reports, and Correspondence

1. Ensure that all records are in accordance with federal, state, and District policies and requirements.
2. Compile, maintain, submit, and file all reports, records, and other documents as required.

Communication



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1. Maintain a positive and effective relationship with coworkers, supervisor and other district personnel.
2. Promote a positive image that supports the vision and mission of the District.
3. Provide outstanding customer service.
4. Maintain good judgment and decision making when dealing with supervisor, co-workers, vendors, and other personnel.

School/Organizational Climate

1. Maintain professional behavior, promote a positive image, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment that supports the vision and mission of the District.
2. Maintain a positive and effective relationship, good judgement, and decision making with coworkers, supervisors, other district personnel, outside agencies, vendors and organizations, parents, and the community.

Supervisory Responsibility

None

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as approved by the Executive Director of Educational Support Services
2. Attend professional growth activities to keep abreast of innovations related to position
3. Attend meetings and professional development as required or to enhance knowledge, skills, and abilities and remain current on new and emerging technologies.
4. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
5. Maintain an organized work environment.
6. Be adaptable to new procedures and changes.
7. Performs other duties as assigned

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress.

Frequent prolonged and irregular work hours

Occasional travel outside of school district boundaries

Workload is deadline driven

Prolonged use of equipment and computers with repetitive hand motions

Office atmosphere may be noisy and hectic. Offices are "open" with multiple employees working in large open rooms containing two or more desks and equipment.

Frequent contact with parents, community, and/or other district/campus employees

Requires performing tasks mostly sitting, some walking and standing, bending, and stooping

Work location assigned requires physical presence in office

Daily attendance and punctuality are essential functions of the job

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 by _____

Date _____

Reviewed by _____

Date _____