



Genesee Intermediate  
School District

Genesee Intermediate School District  
Human Resources and Operations

## **Employee Job Description**

### **Job Title:**

**Project Coordinator, Medicaid and Student Data Collection**

### **Job Summary:**

The Project Coordinator, Medicaid and Student Data Collection, is responsible for providing management activities of the School Based Services Medicaid program, the special education database, the student information system, special education and Early On counts. These activities will include providing liaison services and support to Genesee Intermediate School District staff and LEA/PSA staff. Responsibilities include serving as first point of contact, maintaining student database information, arranging and facilitating schedules for meetings/training, pupil count activities, and creating and coordinating the distribution of reports.

### **Essential Duties (May include, but no limited to):**

1. Serves as a liaison between the assigned program, other ISD programs and staff from the constituent school districts and business/community partners.
2. Collaborates with other staff within the department to ensure consistent workflow and timely completion of department activities.
3. Schedules, coordinates and promotes meetings/events/activities in assigned area as required by the position.
4. Prepares written correspondence, reports and newsletters as requested.
5. Maintains confidential information, files and accurate records.
6. Assists with preparation and distribution of materials for meetings, programs and training activities.
7. Maintains accurate, up-to-date databases in support of department activities, events and programs.
8. Coordinates distribution of reports and materials to intermediate school district and local district staff.
9. Facilitates disbursement of updates on Medicaid and IEP management system programs.
10. Provides on-going support to all intermediate school district and local providers in Medicaid billing.
11. Coordinates and schedules equipment needed to support Medicaid and IEP management system programs.

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12. Arranges and conducts quality assurance auditing and monitoring.
13. Coordinates and schedules prescription authorizations, referrals, and written orders, and transportation reports as required by the Medicaid program.
14. Consistently models Win-Win leadership.

### **Other Duties:**

1. Performs routine tasks necessary to carry out assigned responsibilities in the department.
2. Performs other related duties as assigned.

### **Qualifications:**

#### **Education:**

High school diploma/equivalent plus thirty hours of coursework or study beyond high school required. College level coursework in office administration, business or technology preferred. Associate's degree preferred. Documented continuing education credits, School Board CEU's, workshops or seminars equivalent to thirty plus hours may be considered.

#### **Experience:**

Minimum three years experience in a business office or educational agency required.

#### **Skills/Other:**

Ability to pass proficiency testing at the intermediate level in the use of Microsoft Word and Excel, business math, spelling and typing (45 wpm) required. Demonstrate effective database management software required. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to solve problems logically and effectively, to work independently, to manage multiple tasks and demonstrate effective time management skills. Excellent oral and written communication skills. Works successfully as a member of a team. Ability to work a flexible workday, work week and work year. Punctuality and good attendance are requirements for the position. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Discretion with confidential information. Represents the district in a professional manner at all times. Demonstrate honesty, integrity and professionalism at all times. Ability to maintain a calm, poised and professional image at all times. Ability to exercise good judgment and make decisions in accordance with board policies and administrative guidelines.

### **Special Job Considerations:**

Certification:

Type of Certification:

Bargaining Unit: GIESPA

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