

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

ESE MIS MANAGER

QUALIFICATIONS:

- (1) High School diploma or equivalent.
- (2) Minimum of three (3) years related experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current technology in instructional or educational settings. Skill in advanced organization and task management. Ability to communicate effectively using both written and oral communication. Ability to travel within and outside the county. Ability to work independently or cooperatively with individuals or groups. Ability to perform a variety of tasks and to multi-task efficiently.

REPORTS TO:

Director of ESE/Student Services

JOB GOAL

To assist with the MIS functions of the ESE office to promote efficiency and accuracy district wide.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Develop and conduct ongoing training for data entry operators using Levy County's data system.
- (2) Develop materials to assist data entry operators in the operation of their job.
- (3) Participate in relevant workshops, training activities, and committee meetings.
- (4) Maintain confidentiality in dealing with staff and student records.
- (5) Input data on the computer for assigned programs and students.
- (6) Monitor **FTE**; verify data, matrix numbers, etc.
- (7) Work on-site with assigned schools and programs dealing with credits, IEPs, student schedules, reevaluations, and other **ESE** requirements.
- (8) Evaluate new software dealing with ESE record management.
- (9) Correct FTE error edits from DOE.
- (10) Monitor follow-up from DJJ CAP at Forestry Academy.
- (11) Handle all aspects of Medicaid billing for school-based targeted services.
- (12) Work collaboratively with ESE Director and other agencies to collect and summarize into a usable format data as required by DOE for continuous monitoring.
- (13) Maintain an accurate computer file on, and periodically check status of ESE students who are not receiving services on a regular school campus or are

- served in another district (e.g., Hilltop, Alachua County, charter schools, private schools, DJJ facilities).
- (14) Responsible for tracking, and for input of required data on the web site, for all McKay Scholarship students.
 - (15) Monitor ESE certification for in-field/out-of-field ESE teachers and fix computer data to reflect correct certification to report to DOE.
 - (16) Perform other tasks consistent with the goals and objectives of the position.
 - (17) Ability to work in a constant state of alertness and safe manner.

All of the above are Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement Code
Group 5 of the ESP Salary Schedule
DOE Job Code 65034 EEO Line 43**

Board Approved 09/17/2002
Revised Board Approval 04/11/2017