

Job Title: COORDINATOR, SPECIAL REVENUE AND GRANTS
Reports to: Chief Financial Officer
Dept./School: Central Administration
Wage/Hour Status: Exempt
Date: August 11, 2023

Primary Purpose

Supports the District in the deployment and utilization of Special Revenue Grant funds to include developing, maintaining, and monitoring budgets. Assist in the compliance and implementation of the District's Special Revenue Grant funding, applications, amendments, and compliance reporting. Responsible for financial data, records, and documentation related to Medicaid and state programs for the Special Populations Department. Collaborate with district staff and outside personnel to develop, implement, and evaluate the SHARS funding/reimbursement programs.

QUALIFICATIONS

Education/Certification

Master's Degree in Business Administration, Public Administration, Education or related field

Special Knowledge/Skills

Familiar with guidelines and regulations governing Every Student Succeeds Act (ESSA) and Elementary and Secondary School Emergency Relief (ESSER).

Knowledge of guidelines and regulations governing State Compensatory Programs (SCE)

Ability to interpret Texas Education Agency (TEA) Financial Accountability System Resource Guide (FASRG) as required

Knowledge of special education and related services within a school district

Knowledge of Medicaid billing and Medicaid definition of billable services

Knowledge of Medicaid required random moment time studies and eSHARS system preferred

Understanding of state and district accounting procedures

Ability to use data processing applications

Ability to interpret and analyze policies procedures and data

Effective organizational and interpersonal skills

Experience

Three (3) years related experience

MAJOR RESPONSIBILITIES AND DUTIES

Major Responsibilities and Duties-Grant Funds

1. Provide guidance and support to District in the fiscal operation of Special Revenue Grant funds.
2. Maintain communication with District responsible for Special Revenue Grant funded programs.
3. Review and monitor aspects of ESSER financial activity related to Special Revenue Grant funds to ensure compliance with federal/state guidelines and grant requirements.
4. Assist with the determination and documentation of staff allocations based on Special Revenue Grant Funding program objectives.
5. Assist in preparing federal/ state documentation within the timelines established by the TEA.
6. Assist in the maintenance of funding to ensure comparability.
7. Assist District personnel in the review and maintenance of data quality assurance.
8. Assist in the maintenance of comprehensive files on Special Revenue Grant funded programs and services for audit purposes.

Major Responsibilities and Duties-Special Populations Funds

9. Monitor and evaluate SHARS (School Health and Related Services) program to ensure compliance with regulations and guidelines.

10. Submit bills and reimbursement documents to Medicaid on a regular basis for eligible special services provided by the district.
11. Reconcile payments received from Medicaid on a regular basis for eligible special services provided by the district.
12. Compile information, prepare and submit reports as needed and required, including those responsibilities related to SHARS and Performance Based Monitoring.
13. Maintain the participant list for the SHARS and MAC programs.
14. Complete required training for RMTS, MAC, and SHARS.
15. Coordinate with the Accounting Department to complete and submit the quarterly certification of funds.
16. Act as liaison between District and third-party administrator's program staff.

Policies, Reports and Law

17. Adhere to District policy and state guidelines in all areas of responsibility.
18. Assist in developing and administering procedures and policies related External Funding.

Budget and Inventory

19. Assist in the review and maintenance of district ESSER funding budgets.

Communication and Community Relations

20. Develop a systematic process that responds to District inquiries.
21. Communicate funding guidelines to District personnel and the general public.

Professional Growth and Development

22. Serve on job-related and other committees assigned and approved by supervisors.
23. Stay abreast with and ensure staff is informed of the latest research trends and developments in assigned areas of responsibility.
24. Participate in professional development activities approved by supervisors.

EQUIPMENT USED

Personal computer, typewriter, printer, copier, fax machine, calculator and answering machine.

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors

Ability to manage timelines by adjusting workload and work schedule; ability to accept additional responsibilities assigned by the Chief Financial Officer.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____