

Coordinator IV, Student Education Management Systems (SEMS)

Position Details

Job Code: U7403

Reference Code: A466

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for overseeing the Clark County School District's Student Education Management System (SEMS). This position requires coordination with all District functions, outside vendors, public entities, and federal and Nevada State regulatory agencies. This position reports directly to the Director IV/Executive Director – Instructional Services, Student Services Division.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provide technical and management expertise and support to District and school professionals regarding SEMS.
2. Serve as the liaison to the Nevada Department of Education (NDE), Office of Special Education; Nevada Division of Health Care Financing and Policy; Student Information Systems (SIS) Services; and Assessment, Accountability, Research, and School Improvement (AARSI) regarding Medicaid programs, related services data management system, and SEMS.
3. Represent the District at local and state meetings and with other school districts.

4. Represent the District for Medicaid fee-for-service billing.
5. Formally serve as the Nevada Medicaid identified managing employee for the Districts Medicaid fee-for service program.
6. Interpret, analyze, and ensure compliance with federal and state laws as they pertain to the Medicaid program, related services data management system and SEMS.
7. Develop business process mapping, conducts District needs assessments, and develop procedures and implementation strategies utilizing SEMS.
8. Oversee the design and development of complex business processes related to the Medicaid program, related services data management system, and SEMS; define data to improve affected areas/departs by evaluating current practices and procedures, and oversee testing of new processes and development of reports while ensuring compliance with District, state, and federal regulations.
9. Perform root-cause analysis in identification and resolution of complex problems with the Medicaid program, related services data management system, and SEMS. Outcomes may results in software modifications, vendor support tickets, or change request to the NDE.
10. Perform analysis of the related services and SEMS based on system specifications including creation of test plans and scripts, documentation of test results, and retesting, as necessary.
11. Oversee design, development, implementation, and evaluation of professional learning for users of SEMS, providing subject matter expertise on content for District trainers, and develop strategies and instruments for delivery of training.
12. Coordinate the provision of support services to licensed special education staff and administrators for the Medicaid program, the related services data management system, and SEMS.
13. Oversee creation of documentation to support implementation and administration of SEMS including communication plans, test plans, professional learning plans and materials, and user guides.
14. Oversee financial reporting and reconciliation of Medicaid fee-for-service revenue and budget.
15. Collects, analyzes, and disaggregates SEMS data.
16. Coordinate the development and delivery of complex data sets pertaining to the Medicaid program, related services data management systems for data-driven decision-making, troubleshooting, data validation, audits, and managing licensed employee service logs.
17. Design, plan, and administer strategies for resolution or completion of issues or projects.

18. Oversee the planning, preparation, professional learning, and delivery of complex data pertaining to Section 504 plans for students.
 19. Collaborate with the Office of Compliance and Monitoring regarding students with 504 plans.
 20. Oversee the records management for 504 plans for students.
 21. Supervises and evaluates the performance of assigned staff.
 22. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of specific laws, regulations, and practices pertaining to the education and accommodation of students with disabilities, to include Individuals with Disabilities Education Act [(IDEA), Public Law (PL) 101-476] and Section 504 (PL 99-457) of the Rehabilitation Act of 1973; Code of Federal Regulations (CFR) Title 42 Public Health; Nevada Administrative Code (NAC); and Division of Health Care Financing and Policy Medicaid State Plan Amendment and Service Manual.
 2. Knowledge of project management practices (integration, scope, time, quality, communication, risk, stakeholder), adult learning theories (andragogy, information processing, social learning), and communication models (two-way asymmetrical/symmetrical).
 3. Knowledge of data validation and statistical analysis; knowledge of accounting practices; knowledge of Excel.
 4. Familiarity with Nevada State Medicaid procedures and processes.
 5. Demonstrated diplomacy, judgment, leadership, problem solving, and accountability.
 6. Ability to understand and manage complex business processes.
 7. Ability to analyze complex problems, identify scope and impact, and develop solutions.
 8. Ability to gather and analyze information and data from a variety of sources.
 9. Ability to interpret and analyze the impact of complex federal and state regulations.
 10. Ability to work effectively and collaboratively with staff, customers, and external agencies.
 11. Demonstrated clear and concise communication skills.
 12. Ability to handle a high degree of stress and meet tight deadlines.
 13. Demonstrated high-level of self-confidence, initiative, self-direction, and strong problem-solving skills.
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Position Requirements

Education and Training

Master's degree from accredited college or university.

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and currently hold a valid Nevada school administrative endorsement.
2. Three (3) years' experience with business information management systems applications.

Preferred Qualifications

Three (3) years project management experience.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/19/22
- Created: 11/06/08