

POSTING ANNOUNCEMENT

JOB ID#	LOCATION	SALARY RANGE	POSTING DATE	POSTING DEADLINE
14542	SOUTHFIELD EDUCATION CENTER	Commensurate with experience and includes a comprehensive benefits package	10/31/2025	Until Filled

POSITION: Medicaid/IEP Compliance Supervisor (Unaffiliated)

REPORTS TO: Director of ISSN

MINIMUM QUALIFICATIONS:

EDUCATION & CERTIFICATION:

- Master's Degree in Special Education or Education Administration with K-12 Administrative Certification. (preferred)
- Candidate must have a Supervisor of Special Education approval/certification from the State of Michigan and full approval in an area of Special Education.
- Prior certificated experience with increasing levels of responsibility related to special education curriculum and programming.
- Experience with facilitating, and designing services for students, ability to diffuse tenuous situations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Problem solve, communicate effectively, and facilitate the direction of personnel and programs.
- Ability to diffuse tenuous situations.
- Collaborate, solicit and consider input, guide others, make independent judgments, keep and maintain accurate records, meet deadlines.
- Communicate with individuals of varied cultural and educational backgrounds.
- Communicate effectively in oral and written form.
- Significant physical abilities include sit for prolonged periods, reaching/handling/keyboarding talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation.
- Coordinates Medicaid billing for students served by Licensed Speech Therapist, Occupational Therapist, and Physical Therapist. Licensed Nurse Practitioner, Licensed Psychologists, and other billable services, as appropriate.
- Maintains files on all Medicaid recipient students receiving special services.
- Processes claims for payment, prepares all reports pertaining to Medicaid.
- Maintains source data and supports Medicaid billing. Prepares all reports pertaining to Medicaid, including quarterly reports to the state.
- Maintains the security and confidentiality of all Medicaid files and records.
- Attends workshops and seminars regarding Medicaid current policies and regulations.
- Demonstrates willingness to help others with their problems such as chart request, billing understanding and requirements.

Essential Duties:

- Interacts with parents and advocates of students with disabilities for the purpose of defining and implementing services addressing the unique needs of each qualifying student.
- Collaborates with District personnel and peers for the purpose of implementing and maintaining services and programs.
- Coordinates program components, support needs and materials for the purpose of delivering services that conform to established guidelines.
- Provides assistance in developing proposals, new programs, budgets, and grants collaboratively as part of the Administrative Team for the purpose of meeting student needs. Present professional development as needed to Special Education Staff.
- Evaluates special education programs and curricula for the purpose of providing FAPE to each eligible student.

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- Facilitates meetings (PPTs), processes, etc. for the purpose of developing, implementing and maintaining appropriate special education services.
- Monitors assigned programs and projects for the purpose of complying with district and state curriculum and instructional objectives.
- Participates in personnel functions (e.g. recruitment, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing, matching staff to student needs and ensuring that objectives of special education programs are achieved within budget.
- Prepares written documents for the purpose of responding to inquiries, conveying information, or memorializing meetings.
- Assists with the presentation of information on programs, services, regulations, etc. for the purpose of serving as a resource for parents, school personnel, or the Board of Education.
- Supervises personnel for the purpose of assuring the development and implementation of services based on student needs. Other Job Functions:
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities

Job Specifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Required Core Competencies:

Achievement:

- the strong desire to achieve outstanding results in a short amount of time;
- the ability to create and execute clear, logical plans;
- the drive to prioritize student-learning needs over the customs, routines, and established relationships that can stand in the way of necessary change.

Impact & Influence:

- the ability to motivate others and influence their behaviors;
- the ability to exert his/her influence for results.

Monitoring & Directiveness:

- the adeptness to ensure a strong connection between district systems, building level routines, and classroom instructional practices;

Self-Confidence:

- the strength to achieve results by taking risks and thinking outside the box.

Team Leadership:

- the skill to foster this collective responsibility in all district stakeholders by mobilizing structure, strategies; practices, and the use of resource for the ongoing evaluation and improvement of instruction;
- the aptitude to sustain an effective system of shared leadership and responsibility throughout the district.

Analytical Thinking:

- the competence to collect and analyze appropriate data sources to inform decisions;
- the skill to challenge all aspects of the district's status quo to determine their alignment to Blueprint practices.

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Developing Others:

- the talent to build a professional environment that is one of mutual respect,
- teamwork, and accountability; and
- the capacity to foster analytical thinking, conceptual thinking and problem-solving in others.

Planning Ahead:

- the vigor to maintain his/her drive for results by demonstrating persistence, directness, and the ability to monitor and plan ahead;
- the ability to create and execute clear logical plans to install the Blueprint throughout the organization.

Pastoral Care – Embracing, sustaining, and modeling the district vision of meeting the social, emotional, health and nutritional needs of students through the Student Support Network related to Care, Support, Safety and Membership:

- every student should feel welcomed into our school community;
- every student has the right to feel safe physically, socially, emotionally and academically;
- it is the district's responsibility to provide a system of delivery through which each student has the potential for high levels of success;
- all adults in our district can work collaboratively to establish a blanket of safety comprehensive enough to cover every space and every person in every school;
- each student reaches his/her potential as a result of an equitable not equal system of delivery that responds to the unique and individual academic and nonacademic needs of each student within its charge;
- each student must receive social, emotional, health, and nutritional support on a continuum of intensity that is matched to individual student need;
- each student's values, beliefs, individual backgrounds and identity must be embraced and celebrated.

Other Duties:

Performs any other related duties as assigned by the or other appropriate central office executive administrator.

CORE COMPETENCIES:

All applicants are expected to skillfully demonstrate the leadership competencies and expertise needed to support systemic reconfiguration and to effectively respond to the district's commitment to "dramatic improvement in student, teacher, and leader performance in a short amount of time" (Chandler & Frank, 2015).

Before applying, please become familiar with the district's Core Competencies for this position by clicking the following link: [BLUEPRINT CORE COMPETENCIES](#)

HOW TO APPLY:

Click on the following link: [Recruiting & Hiring - Southfield Public Schools Online Application](#)

Visit the Southfield Public Schools website:

<https://www.southfieldk12.org/departments/human-resources/job-openings/>

Faxed, mailed, emailed, or hand delivered applications or resumes are not accepted.