



EMPLOYEE NAME: _____

Revised: 6/97; 3/01; 10/12; 4/16; 6/18; 12/18

JOB DESCRIPTION

POSITION TITLE: Supervisor, Budget, FTE, Medicaid	JOB CODE: 621A
DIVISION: Academic	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Teaching & Learning Support and Specialized Services	WORK DAYS: 238
REPORTS TO: Director of Special Education	PAY GRADE: CS1 (5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To coordinate all aspects of the budget and data reporting process	

REQUIREMENTS:

1.	Education Level: Master Degree
2.	Certification/License Required: Valid Georgia Teaching Certificate; Leadership Certificate preferred
3.	Experience: 3 years experience developing and managing budgets and Data Management or related responsibilities
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and Oral Communication, Planning, Organization

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Coordinates and establishes procedures for verification of student information as required for federal and state funding.
3.	Maintains accurate Department personnel allotment documentation.
4.	Coordinates the budget process; develops requests; monitors expenditures and generates reports.
5.	Assists in the formulation of program guidelines in response to State Department of Education directives and local policies.
6.	Maintains accurate Division financial accounting consistent with the system accounts.
7.	Initiates payment procedures for bills incurred in providing recommended special education services to students.
8.	Serves as staff liaison between Financial Services, Special Student Services Division, Human Resources, and Technology Services, and Business Services.
9.	Develops the School District's Comprehensive Plan for Title VIB, Federal Preschool and State Preschool.
10.	Participates in internal decision-making activities.
11.	Coordinates the Medicaid Reimbursement Program.
12.	Develops reports, spreadsheets, and displays which describe the data related to the Division.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____