

Director II, Student Education Management Systems (SEMS)

Position Details

Job Code: U7101

Reference Code: A313

Division: Student Services

Classification: Licensed Administrator

Terms of Employment: [Range 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position oversees the Clark County School District (CCSD)'s Student Education Management Systems (SEMS) and School Health Services Medicaid reimbursement program. This position serves as the business process expert for the student education data management system for the special education and 504 modules, the school health services Medicaid data management system, and other custom data management systems, and is responsible for leading the design, coordination, implementation, system testing, professional learning, and support related to the function and use of these systems while monitoring and ensuring compliance with CCSD, state and federal regulations. This position requires coordination with multiple CCSD departments and divisions, 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. Leads the design and development of complex business processes related to the Medicaid program, school health Medicaid services data management system, and student education management systems for the special education and 504 modules; defines data to improve affected processes by evaluating current practices and procedures, and oversees testing of new processes and development of reports while ensuring compliance with CCSD, state, and federal regulations.
2. Oversees the development and maintenance of the infrastructure to enable CCSD to bill for all Medicaid eligible school health services including, but not limited to, engaging with the third party Medicaid billing agency, outside software development vendors, and a digital mental health service platform to address expanding needs of CCSD.
3. Interprets and analyzes data requests with an understanding of the diverse data management systems and develops the appropriate business logic using a variety of formulas to meet the needs of CCSD stakeholders as well as local, state, and federal reporting requirements for complex data sets for special education and 504 students.
4. Leads the development, analysis, and delivery of complex data sets pertaining to the Medicaid program, school health Medicaid services data management systems, and any other Medicaid data management systems for data-driven decision-making, troubleshooting, data validation, audits, and managing licensed employee service logs.
5. Serves as the liaison to the Nevada Department of Education (NDE), Office of Inclusive Education; Student Information Systems (SIS) Services; and Assessment, Accountability, Research, and School Improvement (AARSI) regarding student education management systems for the special education and 504 modules.
6. Formally serves as the Nevada Medicaid identified managing employee for CCSD's Medicaid fee-for-service program by representing CCSD at local and state meetings and with other school districts, as well as acting as liaison to the NDE, Nevada Division of Health Care Financing and Policy (DHCFP), and SIS Services regarding Medicaid programs, school health Medicaid services data management system, and any other Medicaid systems.
7. Provides technical and management expertise and support to CCSD and school staff regarding SEMS, school-based Medicaid fee for service billing, and any other school health Medicaid services data management systems.
8. Performs root-cause analysis in identification and resolution of complex problems with the SEMS, Medicaid program, school health Medicaid services data management system, and other Medicaid data management systems including

- the creation of test plans and scripts, documentation of test results, coordinating resolutions including software modifications, vendor support tickets, or change requests, and retesting, as necessary.
9. Oversees the design, development, implementation, and evaluation of districtwide professional learning for users of the SEMS for the special education and 504 modules, school health Medicaid services data management system, and any other Medicaid data management systems, providing subject matter expertise on content for CCSD trainers, develops strategies and instruments for delivery of training, and ensures the fidelity of associated records.
 10. Coordinates the provision of support services to appropriate personnel including personal care assistants, licensed mental health providers, related service providers, licensed special education staff, 504 liaisons, and administrators for the Medicaid program, the school health Medicaid services data management system, other Medicaid data management systems, and SEMS.
 11. Oversees the creation of documentation to support the implementation and administration of SEMS for the special education and 504 modules and all school health services Medicaid data management systems including communication plans, test plans, professional learning plans and materials, and user guides.
 12. Oversees financial reporting and reconciliation of Medicaid fee-for-service revenue and budget and manage the SEMS Local Plan grant budget, including approval of shopping carts and the monitoring and timely approval of additional pay for all SEMS professional learning for all licensed special education staff.
 13. Interprets, analyzes, monitors, and ensures compliance with federal and state laws as they pertain to the Medicaid program, school health Medicaid services data management system, any other additional Medicaid data management systems, and SEMS for the special education and 504 modules.
 14. Supervises, including but not limited to mentoring, supporting, evaluating the performance of assigned staff, and managing day-to-day operations of the SEMS department.
 15. Liaison for the Student Services Division for all work embedded in the student information system as the business process owner related to students with disabilities and 504 accommodation plans.
 16. 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 the 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, adult learning theories, and communication models.
 3. Knowledge of data validation and statistical analysis; knowledge of accounting practices; knowledge of Excel including complex formulas.
 4. Knowledge of Nevada State Medicaid procedures and processes.
 5. Ability to demonstrate diplomacy, judgment, leadership, problem-solving skills, self-confidence, self-direction, initiative, and accountability.
 6. Ability to understand, manage, and communicate complex business processes.
 7. Ability to analyze complex problems, identify scope and impact, and develop and communicate 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. Ability to demonstrate a high level of verbal and written communication skills.
 12. Ability to handle a high degree of stress and meet anticipated and unexpected deadlines.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. Hold or be able to acquire, by the time of appointment to the position, a Nevada administrative endorsement.
2. A valid driver's license or state-issued identification card.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching or related service experience in an accredited K-12 public or private school; and, be able to acquire, by the time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3)

- years of successful licensed teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Knowledge of Medicaid billing.
 3. Three (3) years of experience with business information management systems applications.
 4. At least one (1) year of contracted administrative experience in a related position.
 5. Successful performance in the position held at the time of application.

Preferred Qualifications

Three (3) years of 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, 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: 02/06/24
- Created: 01/31/24