



Job Title: Instructional Applications Specialist

Department: Special Education
Reports To: Executive Director of Special Education
Grade: BG-04
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: May 3, 2017
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Responsible for the implementation of the district's special education and homebound web-based coursework program. Ensures regular updates are performed to the courseware program for optimal functioning. Reconfigure computers at building sites that do not have the ability to run the program. Provide monthly trainings to teachers and other district personnel in utilizing the program and interpreting student reports. Facilitate student enrollment in the educational courseware program. Manipulate and monitor student information and data. Troubleshoot and diagnose courseware and computer issues. Assist students in accessing and using the web-based courseware. Create Medicaid reports as required. Process billing claims as

they come in and verify authenticity of claim. Maintain records of claim amounts, money owed and money received. Provide professional development to staff that bill Medicaid on proper procedures for billing. Maintain current on the laws that govern billing to avoid situations of payback. Work with district IEP system and billing tool to coordinator the online effort to bill. Maintain record of provider's certification and licensure, eligibility and NPI numbers.

Minimum Qualifications:

- Associate degree and/or three+ years' experience managing web-based software applications.
- Proficient in Excel spreadsheets, Word documents, PowerPoint, Access, and Outlook.

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

Homebound Duties

- Track number of homebound students on online courseware lessons completed and corresponding grades for Homebound Coordinator and Administrative Assistant.
- Add students; assist with assigning them to their courses and running reports for the work completed in each course.
- Problem-solve for students who are having log-on issues or can't move forward to the next lesson.
- Assist homebound students and their parents to modify their computers in order to access the online courseware program and their assigned courses.
- Monthly trainings for online courseware as well as small group or individual trainings as needed by traveling to various school sites.

Credit Recovery Duties

- Assign teachers data base permission to online courseware.
- Assign teachers to their schools and create their classes.
- Assign students to their class and assign requested courses to each student while paying attention to lexile scores and ability levels.
- Assist teachers with running reports for the work completed in each course.
- Correct log-on issues for teachers and students.
- Remove students and their coursework from online courseware as requested by their teacher.
- Act as a gatekeeper to ensure teachers give grades based on the correct amount of lessons completed.
- Monthly trainings for online courseware as well as small group or individual trainings as needed by traveling to various school sites.
- Provide onsite technical support as needed for teachers and students.

Medicaid Duties

- Verify claims are complete
- Track provider credentials and their contracts are current

- Identify the Prior authorization process is completed appropriately
- Verify prescriptions on file and proper notes are obtained
- Financial tracking of incoming and outgoing monies related to claims
- Verify invoices prior to approval
- Reporting monthly on incoming/outgoing funds and issues to executive director of special education
- Keep record of students we have permission to bill on

Online Program Duties

- Develop training for teachers and update training in correlation with online courseware changes.
- Maintain online course application and confirm all updates are completed on a regular basis.
- Work with ISS applications support personnel to ensure online courseware application is functional and accessible to all sites and to all homebound students.
- Perform a districtwide mass move of all students using online courseware during the summer each year to their correct school and grades; this must be done individually for each student.

Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required:

- Strong problem solving skills to assist students and teachers working with the web-based instructional program.
- Ability to facilitate skills acquisition for teachers and students in accessing the web-based instructional program.
- Ability to communicate on a positive level with students, school site, and departmental staff.
- Ability to communicate clearly, concisely and effectively, both orally and in writing.
- Ability to work cooperatively and collaboratively with students, parents, school site staff, and department staff.
- Strong computer skills including Microsoft Office, internet, e-mail, and educational software.
- Ability to communicate to large and small groups of people.
- Ability to work independently in solving problems.

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours.
- Normal effort of occasional periods of light physical activity.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.