

QUALITY ASSURANCE PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Pupil Personnel Services Department involves responsibility for managing day to day office procedures by expediting, coordinating, interpreting and implementing policies and procedures in administrative matters. The incumbent performs management functions including, but not limited to, program planning, budgeting, training and supervision of personnel and policy making and for attention to duties requiring professional expertise. Additionally, this position involves responsibility to assist staff in acquiring and maintaining microcomputer services. Work is performed in accordance with policies and objectives outlined by the Director of Pupil Personnel Services with wide leeway allowed for the exercise of independent judgment. Supervision is exercised over a variety of clerical staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises staff, including administrative support, for work scheduling, training, orientation and other related work responsibilities;
- Supports Central Registration with daily functions as needed including processes and procedures;
- Point of contact for Committee on Special Education (CSE) referrals;
- Assists parents with CSE referral process including dual enrollment if needed;
- Tracks and monitors all school and parent CSE referrals to ensure compliance;
- Oversees and compiles data for CSE Referral Review Team meetings;
- Gathers and manages data necessary to prepare reports and correspondence;
- Responsible for preparation of monthly and year end suspension reports under the Assurance of Discontinuance;
- Responsible for tracking monthly and year end CSE referral data;
- Compile district data for PPS, Special Education, and ENL Program Reports on a yearly basis or as needed;
- Responsible for office procedures for returning incomplete/inappropriate intake or review requests to building principals and insuring further disposition;
- Serves as single point of contact for Special Education reporting;
- Ensures related service providers, and school building administration receive updated lists in regards to Related Services, Behavior Intervention Plans, and testing accommodations
- Ensure 504 plan compliance from year-to-year and provides training and technical assistance for staff;
- Provides regular training for related service staff on Medicaid Compliance;
- Oversees and audits Medicaid Direct and all sessions provided to students;
- Communicates with Related Service providers to ensure compliance and equity in related service sessions provided;
- Manages Medicaid reimbursements for the District;

- Monitors updates in Medicaid compliance and communicates with necessary staff;
- Assists with Foster Care placement and registration procedures and placements;
- Ensures regulatory compliance and quality improvement by working closely with key district stakeholders;
- Responsible for the implementation of policies and procedures in compliance with the state and federal laws;
- Central Administrator in charge of student records management software, student Individual Education Plan (IEP) software and other mandated systems to report and track students (i.e. System to Track and Account for Children, KITE Educator Portal for Alternate Assessment, NYSED state assessment portals);
- Certifies and ensures compliance of all NYSED reports in various student and staff systems throughout the school year;
- Provide Alternate Assessment training to staff;
- Provides support for NYSAA test administration;
- Functions as district liaison for all out-of-district schools for Regents testing and NYS 3-8 testing;
- Acts as district liaison to private/parochial and charter schools with respect to billing, CSE referrals, and administrative issues for parentally placed students;
- Prepares and enters data into SED Monitoring systems (i.e. Safe Schools reports, yearly Building Emergency Response Plans);
- Assists with District Emergency Response Team;
- Regularly monitors Suspension and VADIR systems for General Education Students and Students with Disabilities,
- Monitors and tracks Students with Disabilities Suspensions,
- Manages building front desk coverage, takes lead on communicating building-wide initiatives and represents on building committees/initiatives;
- Assists with policy reviews as needed;
- Manages alternative high school intake processes and procedures;
- Assists with implementation, process, procedures of the Diversion program;
- Ensures that necessary budget application forms required by sources for submission within a specified grant time and is responsible to assist in monitoring expenditures;
- Processes information necessary for application and funding for (to) state for private placements;
- Oversees the preparation of annual statements of assurance for NYSED to ensure continued state reimbursement;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of principles and practices of office management, including a knowledge of personnel methods and procedures, organizational reporting and communication;
- Thorough knowledge of office terminology, procedures and equipment;

- Good knowledge of business arithmetic and English;
- Working knowledge of the operation of microcomputers and related peripheral equipment;
- Working knowledge of the application of microcomputers to data management and report generation;
- Ability to train and supervise employees, in microcomputer operations, office methods and procedures;
- Ability to organize and lay out work for others;
- Ability to get along well with others and to secure their cooperation;
- Ability to translate and adapt administrative and financial data and terminology to reports and records;
- Ability to develop and maintain effective working relationships;
- Ability to plan, organize and coordinate the work of others engaged in department record keeping and analysis activities;
- Ability to follow complex oral and written instructions;
- Tact;
- Courtesy;
- Good judgment;
- Thoroughness;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Management, Business Administration, Public Administration, Education or a related field and two (2) years of full-time, paid (or it's part-time equivalency) office management, administrative or program management experience; **OR**
- B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Business Management, Business Administration, Public Administration, Education or related field and four (4) years of full-time, paid (or it's part-time equivalency) of office management, administrative or program management experience; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A), and (B) above.

Issued: 3/29/17

Revised: 5/1/19