

## ***Medicaid Liaison***

### ***Reports to: Director of Special Education***

Based on the direction of and in collaboration with the school Registered Nurse and Director of Special Education,

Demonstrate interest and initiative in professional improvement;

Provide teacher training and support in the areas of Medicaid billing;

Upload and maintain GMAP personnel certifications and licenses;

Liaison between PCG and the district;

Maintain Ed Plan,

Collect Medicaid sheets;

Perform SBAC filing,

File Fairbanks annually for the district,

Meet monthly with PCG representatives;

Other duties as assigned by the district;

Quarterly SBAC filings;

This position was included in the Administrative Assistant to the DoSE duties, due to a transfer, this position will be an addition to other duties that will be assigned to the VI/LI consultant.

10 Extended School Days for the filing of the last quarter SBAC.