



## **GRANT COUNTY SCHOOLS**

204 Jefferson Avenue  
Petersburg, WV 26847  
304-257-1011/FAX 304-257-2453

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### **JOB DESCRIPTION**

#### **JOB TITLE: IEP/ Medicaid Coordinator**

**Supervisor:** Director of Student Services

#### **Qualifications:**

- WV Professional Administrative Certificate
- Endorsement in Special Education
- Successful teaching experience in Special Education
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

#### **Duties/Responsibilities**

1. Maintains confidentiality, unquestionable integrity.
2. Provides clerical, bookkeeping and administrative support.
3. May be responsible for scheduling of professional trips and/or in-services.
4. Ability to produce reports or process purchase orders using the county accounting system.
5. Can produce accurate work with frequent interruptions.
6. May schedule the facilities/coordinate and make necessary arrangements for activities and/or meetings.
7. Establishes and maintains effective relationships with students, staff and community.
8. Maintains inventory of supplies and equipment.
9. Deals extensively with staff and community.
10. Ensures that effective office procedures are established and maintained.
11. Prepares accurate written communications including letters, newsletters and notices.
12. Communicate/coordinate effectively with supervisor, senior staff members, school personnel, and other stakeholders as appropriate to ensure growth towards county goals.
13. Other duties as assigned by directors.

#### **WVEIS Coordinator**

**Reports to:** Director of Technology

#### **Duties/Responsibilities:**

*WVEIS—also includes Web-based WVEIS, WVEIS on the WEB (WOW)and/or any other WVEIS-related system*

- Serve as the county contact for the West Virginia Education Information System (WVEIS)
- Work cooperatively and collaboratively with appropriate staff;
- Provide information to directors, principals, and other personnel concerning WVEIS;
- Maintain a close relationship with the leadership of other programs as it relates to WVEIS;
- Attend county, regional, and state training, as necessary;
- Serve as a resource person on matters pertaining to WVEIS planning, implementation, and reporting;;
- Prepare/oversee reports as requested;
- Provide WVEIS training for county staff;
- Perform other duties and responsibilities as assigned by the Director of Technology