

SPECIAL EDUCATION ASSISTANT I



Special Education Department

PURPOSE:

The Special Education Program Assistant I, provides administrative and technical assistance, including staff training on the Special Education student information system and provides on-going support to staff using the system. The incumbent represents the District as the consortium member for the Special Education student information system, maintains the department's websites, and serves as department liaison to the IT Department. In addition, the Special Education Program Assistant I, runs reports to extract relevant District data and report to ODE, attends trainings at ODE to stay current on changes in order to report accurately, and trains records staff to appropriately code information in order to obtain and report relevant information.

REPORTS TO: Assistant Director of Special Education

NATURE AND SCOPE:

The Special Education Program Assistant I independently monitors, updates, and trains staff on the Special Education Student Information System as well as independently monitoring updates and training records staff on current reporting practices for ODE. The incumbent attends ODE trainings, independently updates department practices, relays relevant information to District staff and streamlines practices. The incumbent interfaces and problem solves with department staff and District Special Education staff in every building. The incumbent does not have direct supervision responsibilities for District staff, but does independently make decisions related to the Information System, receive training from ODE and develops inservice sessions for district staff under general supervision. In addition the incumbent independently extracts data and submits District Special Education reports to ODE.

DISTINGUISHING CHARACTERISTICS:

This position requires accounting training and extensive knowledge of all financial systems and relevant computer systems, whereas lower level accounting positions require extensive knowledge of specific systems.

ESSENTIAL JOB FUNCTIONS:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.

2. Provides classroom and one-on-one training to department licensed staff in the Special Education module of the Special Education student information system. Training includes clarifying Special Education processes such as referral, eligibility, IEP, and reports. Works with IT to keep training documentation up-to-date. Requests staff module security from IT after training.
3. Responds to phone calls and emails from licensed staff regarding the use of the Special Education student information system. Troubleshoots problems in the system as they arise and attempts to fix problems before referring them to the IT Department.
4. Represents the District for the Special Education information system and works with staff who coordinate the interface with the General Education Student Information System.
5. Extracts data from the information system and submits reports to ODE. Reviews information for errors, troubleshoots, clarifies reporting requirements and corrects reporting errors.
6. Works with the IT Department to update downloads to reduce corrections required. Assists with implementing reporting requirement changes as needed.
7. Maintains Special Education student data such as transfer, cross enrollment, and pre-transition. Maintains related databases as assigned.
8. Maintains the Special Education internal and external websites, as well as organization and parent contact charts.
9. Assists with the development of reports and run such reports through the Special Education student information system, as requested.
10. Works with supervisor and the IT Department to address technology upgrades for processing records while staying current on software used in Special Education. Provides support to development team during implementation of new Special Education systems.
11. Understands the implications of new information for both current and future problem solving. Trains department records staff in utilizing new technologies as implemented.
12. Provides training to department records staff to input data into the system to generate accurate reports.
13. Provides regional services information regarding autism services and services for students with vision impairment and deafness/hard of hearing eligibilities.
14. Provides user support for District enterprise applications (e.g. student information system, financial/HR, email and calendaring)
15. Evaluates and integrates business process solutions. Suggests automated efficiency solutions.
16. Multi-task and meet deadlines independently.
17. Maintains, streamlines, and documents practices for storing records and information.
18. Provides back-up support for records staff during absences or work overload.

19. Responsibility for coordination and conduct of specific components of Special Education systems including communication with stakeholders, production of project documentation, and evaluation of user satisfaction.
20. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
21. Complies with all procedures outlined in the Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

REQUIRED QUALIFICATIONS:

1. Possession of a bachelor's degree related to the program and two years' experience; or any combination of education and substantial experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job in work closely related to the requirements for this position may be accepted.
2. Knowledge of:
 - a. Special Education requirements for records
 - b. Electronic student information system
 - c. Principles and practices of customer service
3. Must read, understand, and follow multi--step written and verbal instructions in English and communicate effectively both orally and in writing with those that are computer technical as well as explain processes to those that are non technical.
4. Experience related to assisting users of information systems. Experience training users in individual and group settings. Technical writing experience.
5. Possession of or ability to obtain, a valid Oregon or Washington driver's license.
6. Must be able to pass a criminal background check.

WORKING CONDITIONS:

The Special Education Program Assistant I, works primarily in a standard office setting. Requires regular focus on a computer screen. Required to sit, keyboard, write, hear and speak (on the phone or otherwise) for extended periods of time. Work activities may include bending, stooping, and kneeling. May be required to lift up to 20 pounds.

Work Year: 260 Days

Bargaining Unit: OSEA

FLSA Status: Non-exempt

Date Approved: February 16, 2016

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The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.