



## JOB DESCRIPTION

**Position Code:** 762  
**Classified Group:** CSEA  
**Salary Range:** 32  
**Work Calendar:** 001  
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**POSITION TITLE:** Data and Compliance Technician

**DEFINITION:** Under general direction, supports, maintains and updates the special education database, the online individualized education program (IEP) system, and other software/programs as assigned; ensures district compliance with applicable federal and state timelines and associated record keeping and reporting for assigned areas of responsibility.

**DIRECTLY RESPONSIBLE TO:** Assistant Director, Special Education

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Supports, maintains and updates the special education database and online IEP system and ensures the accuracy of data reported.
2. Receives and reviews documents from special education programs and/or school sites for accuracy and completeness and enters data into the special education database and other applicable programs.
3. Prepares and generates a variety of reports for federal and state compliance for assigned areas of responsibility.
4. Assists with monitoring IEP meeting timelines and providing IEP forms to district staff to complete within established timelines.
5. Serves as a technical advisor to provide support and assistance to end-users who utilize the special education database and other applicable programs.
6. Communicates with special education staff and school sites to exchange student information.
7. Maintains a variety of records and files for assigned areas of responsibility.
8. May assist in the development of trainings and department procedures related to the online IEP system.
9. May assist with department projects related to assigned areas of responsibility, as needed.
10. Attends meetings and workshops related to areas of responsibility, as assigned or required.
11. Performs related work as required.

### **QUALIFICATIONS:**

#### Education and Experience:

Two years of experience or demonstrated ability to perform job duties using student record database and other programs/information systems; experience providing end-user assistance is highly desirable.

#### Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of applicable federal and state regulations, laws, and guidelines
- Knowledge of applicable district and departmental policies and procedures
- Knowledge of Special Education Information System (SEIS) and the Individual Education Plan (IEP) system
- Knowledge of the California Longitudinal Pupil Achievement Data System (CALPADS)
- Knowledge and skill in the use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to learn and apply technical and legal guidelines and procedures in a consistent and objective manner
- Ability to understand and follow verbal and written instructions
- Ability to communicate effectively, both verbally and in writing, with all levels of district staff
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff
- Ability to maintain confidentiality of privileged information obtained in the course of work
- Ability to maintain consistent, punctual and regular attendance

**WORKING CONDITIONS:**

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff
- Frequent interruptions and significant distractions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, standing, sitting, or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally and attend workshops/seminars periodically

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 02/11/2020  
Revised: 02/25/2020