



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: Special Education Data Technician

REPORTS TO: Director of Special Education

SITE: District Office

CLASSIFICATION: Classified Bargaining Unit

WORK YEAR: 12 Months

SALARY: Range 144 – Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: June 8, 2023

JOB SUMMARY:

Under general supervision of the Director of Special Education, ensure District procedures are in compliance with State and Federal guidelines as it relates to special education. Maintain a database of special education students and update regularly. Create and perform complex queries and comprehensive reports. Coordinate Special Education contracts. Act as backup receptionist to the department. Perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

- Maintain Special Education Information System (SEIS) database and support all staff with issues and new protocols.
- Update Aeries with Special Education data on a continual basis.
- Collaborate with the Information Technology Specialist to ensure that Special Education data is compatible with CALPAD information.
- Complete weekly upload of Special Education Data to CALPADS system; and complete quarterly CALPADS/SEIS reporting and certification.
- Collaborate with Special Education Local Plan Area (SELPA), other Districts and Non-Public School (NPS) placements in collecting and sending student records in Special Education Information System (SEIS).
- Set up Special Education Information System (SEIS) for student transfers, new placements or change of case manager.
- Enter promotions, grades and exit criteria.
- Research, inform and train staff (as necessary) new Special Education Information System (SEIS) features and procedures that come from Special Education Information System (SEIS) and Special Education Local Plan Area (SELPA).
- Create and maintain student records and folder for all Non-Public School (NPS) and Non-Public Agency (NPA) students (spreadsheets/ files).
- Generate State reports to include: Post-graduation status for seniors, Disciplinary action records, CASEMIS services report, Disproportionality data reports.
- Work with Special Education District staff to ensure all Individualized Education Plans (IEPs) are affirmed, attested and correct prior to State report filings.
- Create and perform complex queries that extract student information from SEIS and Aeries to prepare various reports as requested and bi-annually to California Department of Education (CDE) that are error-free.
- Prepare and generate monthly enrollment status reports for the Director of Student Services.
- Request Special Education Information System (SEIS) and confidential records for new and transferring students from other Districts/programs.
- Respond to Special Education staff questions regarding Special Education Information System (SEIS), Individualized Education Plan (IEP) content, low-incidence, retrieving past district information on students and troubleshooting problems.
- Create new Special Education Information System (SEIS) records for initial students to be assessed and prepare confidential files.
- Create Special Education Staff user profile in Special Education Information System (SEIS) and inform of required Special Education Information System (SEIS) trainings.

- Communicate with Special Education Local Plan Area (SELPA) of Non-Public Schools/Agencies requiring Special Education Information System (SEIS) training and Certification.
- Maintain accurate student records, including demographics, Individualized Education Plan (IEP) data, disciplinary action and services and placement information.
- Update regularly: Non-Public School (NPS) records in Aeries, placement changes, exiting students, end-of-year promotions/graduation and Certificate of Completion data into Special Education Information System (SEIS).
- Create and perform complex queries for various District departments.
- Troubleshooting Special Education Information System (SEIS). problems/issues for Special Education staff.
- Prepare Individual Service Agreements (ISA) and Contracts for Non-Public School (NPS) / Non-Public Agency (NPA) in accordance with student's Individualized Education Plan (IEP) requirements.
- Create and maintain student records and folders for all Non-Public School (NPS) and Non-Public Agency (NPA) placements (spreadsheets and files).
- Collaborate with Special Education Local Plan Area (SELPA) to verify contracting requirements are met by Non-Public Schools/Agencies.
- Coordinate administration of contracts with various non-public schools/agencies, Independent Consultants, and Transportation Agencies.
- Coordinate with Human Resources for District clearance for Independent Consultants and contracted candidates from Staffing Agencies.
- Correspond by email and/or phone with administration and school staff; Special Education Local Plan Area (SELPA); County Programs; Non-Public School (NPS) staff; Vendors and Parents.
- Act as liaison to Middle School staff during annual mass enrollment of incoming special education students.
- Perform other related duties as assigned

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

EDUCATION/TRAINING EXPERIENCE:

- AA degree or higher.
- Two years of direct experience working with special education department.

KNOWLEDGE OF/ABILITY TO:

- Basic state, federal and school district functions, policies, procedures, rules and regulations related to data reporting.
- Manipulate data from variety of sources using PC and databases.
- Advanced knowledge of word processing, presentation software, spreadsheet, databases, including creating complex queries.
- Strong background in database management
- Demonstrated ability to attention to detail.
- Communicate effectively with other agencies, and staff.
- Excellent verbal and written skills.
- Multi-task in a busy environment.
- Remain calm in stressful situations.

- Maintain effective working relationships; work cooperatively with others.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS:

- Ability to sit for long periods of time.
- Ability to read fine print and the ability to focus for close vision.
- Ability to operate a computer keyboard and calculator.
- Ability to stand, reach, bend, and grasp in order to file and retrieve materials.
- Ability to lift up to 25 pounds.
- Ability to tolerate noise level in working environment is moderate.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.