

## **Special Education Applications Specialist**

### **DEFINITION:**

Under the supervision of the SELPA Director, support, maintain and update the special education database, the online individualized education program (IEP) system, and other software/programs as assigned; ensure district compliance with applicable federal and state timelines associated record keeping and reporting for assigned areas of responsibility.

### **QUALIFICATIONS:**

Experience: Any combination of education, training or experience in research, data processing, data entry and statistics. Prior experience in a school district working with similar department functions is desired.

Education: Equivalent to completion of four years of college. (Responsible department support position may be substituted for required education on a year-for-year basis.)

### **DISTINGUISHING CHARACTERISTICS:**

- Promote educational excellence for all students.
- This position is characterized by a high degree of independent action relating to the technical aspects of the assigned department.
- This position requires a broad knowledge of the procedures, laws and technical requirements related to the department function and the ability to provide a high level of clerical and technical assistance.
- Excellent interpersonal skills on telephone, electronic communication, and in person supporting families, staff and leadership in solving problems.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the SELPA Director, incumbent will:

- Monitor and prepare reports for credentials, professional licenses and certifications.
- Compile, analyze and prepare a variety of record extracts, labels and reports related to the student information system data to be sent to the federal government, state, district and other outside agencies or departments within the schools.
- Act as liaison between department and California Department of Education, CALPADS, County Office of Education, other districts, and student information system.
- Retrieve data from files and/or records for the purpose of generating a variety of required reports and statistical information.
- Comply with state and federal privacy laws to protect the confidentiality of data.
- Coordinate and communicate with staff to ensure compliance with project timelines throughout the school year and resolve issues or concerns related to the online IEP data base involving students and programs.
- Analyze data to find errors and work with users to correct errors and update data.
- Enter, monitor and verify discipline, restraints, and incidents for special education students attending Non-Public Schools into the student information system to upload to CALPADS.
- Create, and maintain Special Ed alerts in the Student Information System.
- Manage and maintain employee accounts and student records for district, private and non-public school students in Student Information System.
- Troubleshoot various technical issues related to the Online IEP database via phone, email, or in person; and perform appropriate fixes to resolve those technical issues.
- Provide 1:1 training, support and assistance to users throughout the district and outside NPS and NPA users on use of special education online IEP database.
- Weekly and monthly monitoring for compliance, Overdue Transactions, exits, Special Ed Alerts, pending, duplicate services, Incoming students for IEP's using the SSID report in CALPADS, update delay reasons, and transition fields.
- Collaborate with team members, software vendors, and other technical staff to develop, design, implement, and provide trainings to continuously improve systems.
- Member of the online IEP database FCUSD team, meeting bimonthly: assist and conduct regular training for district and SELPA personnel; assess training needs of users; update forms, develop workshop curriculum; create written procedures and workshop materials; develop best practices for gathering, assembling, and verifying data.
- Attend meetings, workshops, and conferences related to student data matters.

**Special Education Applications Specialist****KNOWLEDGE:**

- Applicable laws, codes, regulations, standards, policies and procedures
- Applicable federal, state, local laws, rules and regulations
- Personal computers and related software
- Modern office methods, practices and procedures
- Procedures and practices required in data collection, data processing, data entry and report preparation
- Descriptive statistics and the rules regarding their use
- Communication skills to write clear, concise and readable reports and correspondence

**ABILITIES AND SKILLS:**

- Plan, prioritize, and organize work to meet deadlines, schedules and timelines
- Interpret information and its impact on the school district
- Prepare reports and convert data to charts, graphs and tables
- Operate a personal computer, calculator, typewriter and other related data entry equipment
- Calculate information with accuracy
- Compile data and produce a variety of reports
- Compute statistical calculations
- Work independently

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.