



## JOB DESCRIPTION

### SPECIAL EDUCATION DATA TECHNICIAN

#### **DEFINITION:**

Under the direction and general supervision of the Coordinator of Special Education, performs complex technical duties relative to the online special education information system including student search queries, records management, report/data auditing, verifying and ensuring accuracy of student records, user permission administration, document management, data analysis, state reporting and user support. Works independently at times and exercises judgment in performing general duties and related tasks as required.

#### **Examples of Duties:**

1. Create electronic student records in the special education information system.
2. Create staff accounts in the special education information system.
3. Ensure Special Education student data reported to the state matches the district's student information systems.
4. Caseload management within the special education information system and student information system.
5. Audit data entry, identify inaccurate codes, mismatches, duplicate files, and other missing or erroneous data; follow up with case managers, special education coordinator, or program specialist, and other service providers to obtain missing or corrected data.
6. Audit special education documents for accuracy, compliance and state regulations.
7. Track Special Education student data.
8. Creation of student search queries for analyzing student data and trends.
9. Attend district and county meetings as it pertains to the online special education information system.
10. Collaborate with district office and school site staff on compliance monitoring and data to adhere to state timeline compliance.
11. Maintain accurate records of completed work; ensure accuracy of input and output data.
12. Work with users and software vendors to troubleshoot database and application problems.
13. Provides assistance and training to the special education district office and school site staff as it pertains to special education database systems.
14. Process Special Education records requests from other districts/schools, both transfers in and out of the district.

#### **Qualifications**

##### **Knowledge of:**

Modern office practices; methods and procedures; appropriate English usage, spelling, grammar, punctuation and arithmetical concepts; standard office machines and equipment including terminals and computers; operational procedures and policies, rules, regulations, and legal provisions specific to the assignment.

**Ability to:**

Plan, prioritize, organize work of self; perform responsible clerical work; understand and prepare reports; understand and carry out oral and written directions; establish and maintain cooperative working relationships, communicate accurately, effectively and courteously orally and in writing to a diverse audience often under busy and/or difficult situations.

**Physical Requirements:**

The physical requirements below are necessary to perform the essential functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Work environment is a typical indoor office setting. Requires willingness and ability to work effectively and move about in an office.
- Physical, mental and emotional stamina to work up to an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions and deal with angry/upset people, including adolescents, in a calm and professional manner.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports.
- Sufficient visual acuity to see and read small print.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of breaks and lunch).
- Sufficient mobility to bend, stoop, push/pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.
- Ability to lift up to 20 pounds on an intermittent basis.

**Experience:**

1 year of experience in secretarial, clerical and/or database management work OR 2 years of any combination of secretarial/clerical/database management work and/or experience in a school district.

**Desirable Qualifications:**

- Knowledge of rules and regulations related to State IEP reporting mandates and compliance standards;
- Special Education related (i.e, SEIS, AERIES, CALPADS) database structure, including methods for creating system queries and data verification;
- Familiarity with Google Suites and Microsoft Office.

**Required Licenses and/or Certificates:**

Possession of a valid and appropriate California Driver's License may be required.

**Education:**

High School Diploma or equivalent.

**Employment Status:**  
Bargaining unit position

**Work Year:**  
247 days

**Row:**  
22

**Board Approved:**  
11/14/2023