

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SPECIAL EDUCATION TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, coordinate and schedule IEP's and related meetings; perform a variety of technical duties in support of individual case management for existing, transferring and new students who may become eligible for District special education programs; input data and generate a variety of mandated reports; maintain records related special education programs and assigned activities; perform related administrative and clerical support duties.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Coordinate and schedule a variety of meetings and conferences including IEP's, addendums, annual/triannual reviews, pre-expulsion, 30 day and change of placement meetings to comply with mandated timelines; prepare student files for schedule meetings; created, maintain and edit a variety of meetings logs; prepare and submit agenda and revisions to assigned school sites.

Perform a variety of technical duties in support of individual case management for existing, transferring and new students who may become eligible for District special education programs; prepare, scan and process requests for special education services related to consultation, placement and assessments; monitor and follow-up on requests made to SELPA and the County Office of Education for special education services.

Input a variety of data related to special education students, programs, enrollment and activities into an assigned computer system; assure accuracy of input and output data; submit reports to appropriate personnel.

Request, receive, compile and verify a variety of information; prepare and maintain a variety of confidential manual and automated records related to special education students, enrollment, transcripts, programs, activities and assigned duties; establish and maintain filing systems; review and monitor files; prepare and distribute conference and meeting notification letters to parents and guardians.

Develop spreadsheets, initiate queries and generate a variety of mandated and reports as requested.

Perform a variety of administrative and clerical support duties related to assigned special education programs and activities; greet and assist visitors, schedule appointments and maintain calendars as directed; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed; prepare a variety of lists, forms, contracts and correspondence as assigned.

Assure timely communications between assigned office, employees, parents, outside agencies and the community; initiate and receive phone calls to exchange information, coordinate activities, request documents and resolve issues or concerns send and receive emails.

Communicate with administrators, parents, guardians, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to special education program activities, office activities and assigned duties.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and assigned software.

Monitor inventory and distribution of testing materials and designated supplies.

Attend a variety of meetings and in-service trainings.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District procedures, rules and regulations concerning Special Education programs.

Applicable sections of the State Education Code and other applicable laws.

Federal and State regulations and time lines appropriate to position.

Student information system, spreadsheets and data processing systems.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Organizational operations, policies and objectives.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a variety of office equipment, a computer and assigned software.

Methods of collecting and organizing data and information.

Methods and techniques of data entry.

**ABILITY TO:**

Perform a variety of technical duties in support of the Special Education program.

Learn, understand, interpret and explain District policies and procedures pertaining to Special Education programs.

Operate a computer and assigned software to input data and generate a variety of mandated and requested reports.

Coordinate and schedule meetings.

Maintain a variety of records and files.

Perform clerical duties related to assigned activities.

Work independently with little direction.

Prepare routine correspondence.

Work confidentially with discretion.

Train and provide work direction to others.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Type or input data at an acceptable rate of speed.  
Assure accuracy of data input.  
Operate a variety of office equipment, a computer and assigned software.  
Meet schedules and time lines.  
Complete work with many interruptions.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school or equivalent.

Experience: Three years of increasingly responsible clerical or secretarial experience involving public contract in a school environment.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Reaching overhead and above shoulders.  
Lifting, carrying and pushing moderately heavy objects.  
Bending at the waist, kneeling, squatting, or crouching to file materials.