

## Records Technician -Special Education/Transportation

### Purpose Statement

The job of Records Technician -Special Education/Transportation is done for the purpose/s of providing support to the special education department concerning records and transportation; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

This job reports to Assigned Administrator

### Essential Functions

- Attends department meetings for the purpose of gathering information required to perform functions.
- Collects data from a variety of sources (e.g. parents, teachers, outside agencies, schools, out-of-district schools, etc.) for the purpose of preparing records and reports.
- Analyzes the daily transportation report for the purpose of ensuring proper reporting is being done for accurate and proper payment.
- Coordinates assigned projects and/or program components (e.g. mail, certified mail, supplies, messages, emails, meeting room reservations, etc.) for the purpose of completing activities and/or ensuring delivery to addressee in a timely manner.
- Creates new files for special education students new to the district for the purpose of maintaining accurate information and conveying information.
- Develops google forms to keep data (e.g. transportation passes; parents opting out of transportation;, etc.) for the purpose of documenting requests and ensuring accurate information.
- Inputs data for special education students into student information system (e.g. student record updates, attendance, transcripts, etc.) for the purpose of ensuring accuracy of data.
- Maintains manual and electronic documents, files, and records for special education department (e.g. letters, forms, reports, student applications, bus passes data, new student files, active students, inactive students, IEP cum folders, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares and files standardized documents (e.g. form letters and memos; packets for parents; IEPs, etc.) for the purpose of documenting activities; providing written reference; and/or conveying information.
- Prepares work orders and technology requests (e.g. request technology to lend to parents; repair broken chrome books, lap tops, etc.; request support from maintenance to move furniture or supplies for special education classrooms;, etc.) for the purpose of providing technology to families; ensuring technology is working properly; and supporting special education classrooms.
- Processes transportation applications for special education students from private schools, non-public schools, infants, and district (e.g. qualify students; inform budget analyst if parents opt-out; upload information into transportation system;, etc.) for the purpose of providing written reference; disseminating information to appropriate parties; and ensuring transportation for students.
- Requests records from (e.g. parents, legal attorneys, social services, Juvenile Hall, other districts, private schools, etc.) for the purpose of ensuring information needed to meet the needs of new/ transfer students.

- Responds to inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent District, State, and Federal regulations codes, policies, and/or laws; concepts of grammar and punctuation; common office machines; office methods and practices; and bilingual preferred.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working as part of a team; communicating with diverse groups; maintaining confidentiality; working with frequent interruptions; communicating effectively; assessing issues; providing solutions;.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization’s services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Required Testing**

None Specified

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

6/14/2022

**Salary Grade**

33

**Revised Date**

2/14/2023