

Sonoma County Office of Education – Job Description

Classified

SPECIAL EDUCATION TECHNICIAN

Definition:

Analyzes, computes, compiles, and prepares complex financial, attendance, and/or statistical reports and studies to support state, federal, and grant reimbursement for special education services.

Distinguishing Characteristics:

The Special Education Technician serves a county-wide Special Education program. The emphasis is a high level of financial record keeping and program expertise needed for maximizing reimbursement to SCOE for services provided. This classification requires the ability to coordinate information flow from and among a large number of school districts.

Supervision Exercised and Received:

The Special Education Technician works under the limited supervision of a Director and is guided by SCOE policies and procedures and departmental objectives. The position may exercise partial leadership over clerical staff and/or student help.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Facilitates preparation and monitors budgets for special education programs. Prepares preliminary, final, actual, closing, and carryover budgets for specific programs. Maintains records to support program and organization unit budgets. Prepares budget transfer requests. Monitors expenditures.
- Gathers data and information used in the generation of grant proposals.
- Prepares and processes purchase orders; verifies amounts to pay partial and final invoices; makes copies and keeps accurate records of all payments; and maintains a continuing inventory of supplies and educational materials.
- Processes payroll records for students; audits attendance records for a variety of SCOE programs; compiles data from both SCOE programs and school districts and develops complex reports; develops and clarifies procedures; and interprets policy.
- Calculates, codes, and distributes local, state and federal revenues received by the County Office for specific programs. Reconciles and balances cash funds for specific programs. Maintains a complete set of financial records on assigned functions.
- Prepares highly specialized attendance (Average Daily Attendance), financial, or other compliance reports for state and federal agencies. Collects data from districts and programs throughout the county in a format that facilitates consolidation.
- Trains staff in school districts on data collection and verification. Provides materials and resources to facilitate data collection. May develop special forms and instructions for data submission. May visit school districts to audit data recording for appropriateness and accuracy.

- Reviews Individual Education Plans, comparing them to attendance and related information to verify compliance and data recording.
- Prepares bills for services to school districts. Computes payroll and other costs such as materials, expenses, and staff support. Monitors account receivables.
- Receives a variety of financial and statistical auto-generated computer reports then audits, verifies accuracy, and checks against records contained in Business Services.
- Performs other duties as required to accomplish the objectives of the position.

Employment Standards:

Knowledge of:

- Specialized knowledge of general accounting and double entry bookkeeping principles and procedures, payroll record keeping and document preparation, and contract development and monitoring methods.
- Specialized knowledge of budget development principles and procedures, including statutory requirements applying to school finance requirements.
- Thorough knowledge and understanding of the practices, principles, goals and objectives of the Program to which assigned. Must be familiar with available resources and how to access them. Requires strong analytical and organizational skills. Requires very good data management skills.
- In-depth operational knowledge of special database and spreadsheet programs sufficient to instruct others on data entry and query.
- Math skills sufficient to compute sums, quotients, fractions, percents, and ratios, and other calculations required in assignments.
- Skill in English usage, grammar, and punctuation to prepare reports, correspondence, and instructions necessary for successful performance.
- Sufficient human relations skill to communicate technical and complex concepts to others and convey a positive, service-oriented image of the department.
- Safe work practices.

Ability to:

- Perform all of the relevant duties of the position with only general supervision.
- Work effectively in a rapidly changing environment with multiple deadlines and reporting responsibilities.
- Analyze, interpret and incorporate changes in program and filing requirements on an ongoing basis.
- Respond promptly to requests from internal and external clients; provide needed information, assistance, training, materials and resources.
- Operate a personal computer terminal, printers, and software that includes, but is not limited to, relational databases, word processing, report generation, and complex spreadsheets.
- Keyboard to perform data entry onto pre-formatted screens and to compose correspondence at a rate of 60 w.p.m.
- Analyze technical problems and to develop and apply appropriate solutions.
- Read, understand and apply information from service contracts, and state and local laws and regulations.
- Write correspondence in a professional manner.
- Maintain confidential and sensitive information.
- Prioritize work in order to meet multiple deadlines and maintain schedules.

- Work effectively as part of a team devoted to customer service.

Computer Skills:

- Internet usage including the ability to use Netscape or Explorer to view web pages, use a search engine, bookmark a site, conduct research on specific topics
- Advanced Word Processing skills, such as the ability to format sections, multiple headers/footers; set tabs with leaders and indents; format text into columns and create and format tables and forms; insert watermarks, AutoShapes, and word art; create templates, and use merge functions
- Advanced Database skills, such as the ability to sort and retrieve records; create layouts and reports; create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records; and work with relational databases to create reports and lists
- Highly advanced spread sheet skills, including the ability to insert formulas and mathematical calculations and work with functions; create workbooks and use multiple worksheets; format and print worksheets; sort lists; and create graphs and charts.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Requires a high school diploma or equivalent and one year of business school with emphasis in financial record keeping.

Experience:

- Requires four years experience in financial record keeping including general ledger bookkeeping.
- Additional experience may substitute for higher education.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of light weight materials (under 20 pounds).
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine and complex conversations.

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Work environment:

- Work is performed in an office environment with minimal exposure to health and safety considerations.

Other Requirements:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: June, 2002
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission