

**CLASSIFIED JOB DESCRIPTION**

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**CALPADS PUPIL SERVICES/SPECIAL  
EDUCATION TECHNICIAN**

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**JOB SUMMARY:**

Under general supervision of the Executive Director of Special Education and Instruction, provides support with California Longitudinal Pupil Achievement Data System (CALPADS) and Special Education Information Systems (SEIS) data collection and correction, performs a wide variety of complex technical work requiring specialized knowledge and the ability to provide explanations of Special Education policies and procedures with specialized knowledge in interpreting and monitoring student data related to individual educational plans (IEPs) ensuring compliance with District policies and state/federal regulations.

**ESSENTIAL JOB FUNCTIONS:**

- Manages and works independently to ensure system software programs are kept current and accurate with special education data in SEIS, CALPADS, and Student information system (eschool).
- Monitors and audits CALPADS and SEIS data to adhere with state compliance.
- Calculates and maintains special education data and work activity with all special education services providers and staff.
- Attends all county and SELPA CALPADS administrative meetings and brings information back to District staff to support.
- Is responsible for confidential student psychological educational reports and files.
- Processes interdistrict and intradistrict transfers for special education students.
- Obtains necessary IEP information and works closely with Special Education Coordinator(s) to determine placement.
- Processes transportation needs for special education students who attend public and nonpublic schools and communicates this information to parents.
- Provides statistical data and reports on special education activities.
- Calculates and maintains records of psychologists' and nurses' work activity data and the number of hours worked by Language, Speech and Hearing assistants; processes timecards as applicable.
- Processes requests on behalf of school sites and Pupil Services for substitute instructional assistants and student attendants.
- Processes Position/Employment Requisitions.
- Types, composes, and processes memos, letters, invoices, faxes, and schedules.
- Operates office equipment.
- Conducts transactions with staff, public, and parents regarding Special Education policies and procedures.
- Distributes mail and memos.
- Serves as coordinator's administrative assistant and schedules appointments, meetings, and inservices.
- Learns new software programs or skills required to keep up-to-date in position.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Evidence of recent successful experience working with financial or statistical records and systems.
- Ability to maintain the security of sensitive, confidential, and privileged information; plan and conduct clerical operations involving transactions requiring accountability and accurate controls; type at a speed of 50 net words per minute; make mathematical calculations with speed and accuracy; establish and maintain cooperative working relationships; operate a variety of office machines, including computers; understand and carry out oral and written directions; and communicate and interact effectively and professionally under pressure.
- Knowledge of modern office practices and procedures including the preparation of various forms of correspondence; filing; general office equipment operation; and correct English usage, spelling, and punctuation.
- Has successfully completed at least three years of special education experience.
- High school diploma or GED required with at least 30 units of college credits or equivalent degree; preferably including or supplemented by courses in typing, office procedures, and bookkeeping/accounting systems.
- Successful completion of clerical test.
- Associate degree or equivalent college units preferred.
- Bilingual preferred.

*Classified Salary Schedule: Range 35*  
*BOARD APPROVED: 10/14/20*  
*REVISION DATES: 07/16/23*  
*08/09/2023*