

CLASSIFIED JOB DESCRIPTION

PUPIL SERVICES/SPECIAL EDUCATION TECHNICIAN

JOB SUMMARY:

Under general supervision of the Director of Pupil Services/Special Education, performs a wide variety of complex technical work requiring specialized knowledge and the ability to provide explanations of Special Education policies and procedures.

ESSENTIAL JOB FUNCTIONS:

- Responsible for confidential student psycho educational reports and files
- Processes inter-district and intra-district special education students
- Obtains necessary Individual Education Plan (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, processes, or prepares forms, 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
- 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; communicate and interact effectively and professionally under pressure.

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- Knowledge of modern office practices and procedures including the preparation of various forms of correspondence, filing, and general office equipment operation; correct English usage, spelling and punctuation.
- Graduation from high school or equivalent; preferably including or supplemented by courses in typing, office procedures, and bookkeeping/accounting systems.
- Successful completion of clerical test.
- Bilingual preferred.

Classified Salary Schedule: Range30
BOARD APPROVED: 2/20/01
REVISION DATES: 7/01/04
7/16/23
08/09/2023