

CLASSIFIED JOB DESCRIPTION

**SCHOOL READINESS/SPECIAL NEEDS DEMONSTRATION
PROJECT TECHNICIAN**

JOB SUMMARY:

Under general supervision of the School Readiness Project Specialist and the Special Needs Demonstration Project Manager, 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 reports and files for children and families participating in the School Readiness Program and/or Special Needs Demonstration Project.
- Processes inter-district and intra-district information for children and families participating in the School Readiness Program and/or Special Needs Demonstration Project.
- Obtains necessary Individual Education Plan (IEP) information, Individual Family Service Plan (IFSP), and works closely with Special Needs Demonstration Project staff and partnering agencies.
- Provides statistical data and reports on School Readiness Program and Special Needs Demonstration Project 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 Readiness staff and Special Needs Demonstration Project staff.
- Processes Position/Employment Requisitions; Short-Term-At-Will Contracts; and Independent Contractor Agreements.
- 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.

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- 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.
- 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.

Classified Salary Schedule: Range 30
BOARD APPROVED: 9/13/05