

SUNNYVALE SCHOOL DISTRICT

February 2020

CLASS TITLE: STUDENT SERVICES/SPECIAL EDUCATION TECHNICIAN

BASIC FUNCTION:

Under the direction of the assigned supervisor, performs a variety of duties to assist instructors, support personnel, administrators, and the public; provides technical information and assistance regarding assigned specialized student services. Maintains confidentiality with student records and meets data accuracy and delivery needs as it pertains to the Student Services/Special Education Department.

ESSENTIAL DUTIES:

Serves as a point of contact among teachers, support staff, the public and administrators for specified programs; explains guidelines and procedures.

Processes a variety of documents related to student services and resolves complex problems involving applications, forms and records.

Verifies applications, forms and records for accuracy, completeness and compliance with program guidelines; updates records and other pertinent documents as appropriate; requests transcripts, records and other information to determine the status of applications and forms; provides information to other educational institutions and agencies as requested.

Schedules events, workshops/presentations, appointments or meetings and maintains calendars, ensuring effective scheduling and communication.

Facilitates awareness of assigned specialized student services; coordinates distribution of informational forms and packages for orientations, presentations and workshops.

Monitors student progress to assure program compliance; assists students in a variety of ways according to program needs; organizes student activities.

Performs a wide variety of routine administrative tasks related to the assigned function; compiles information, prepares and maintains a wide variety of complex data, letters, records, reports and materials according to established procedures and timelines; Ensures that data is compiled, analyzed, presented and utilized in an accurate, effective, efficient manner.

Maintains information within district data systems including data entry, tracking, and reporting of student records, including 504 Plans, Individual Education Programs, and Social and Emotional Learning data; submit reports to appropriate authorities.

Prepares and organizes data for statistical reports and surveys; reconciles data from various sources; prepares basic statistical reports as directed.

Trains and provides guidance to others as directed.

Maintains current knowledge of legal requirements and policies used in providing student services.

Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Manages resources and materials related to the assigned function such as: maintain inventory; distribute and collect materials; communicate with vendors regarding status of services, orders and prices; generate and track contracts or purchase orders; monitor expenditures.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage, grammar, spelling, punctuation and vocabulary. Financial and statistical record-keeping and report preparation techniques. Laws, codes, rules and regulations related to assigned activities.

District organization, operations, policies and objectives.

District program requirements.

Purchasing policies, practices and terminology.

Budget preparation and control.

Operation of a computer and assigned software.

Current office practices, procedures and equipment.

ABILITY TO:

Update skills as new technologies come into use.

Maintain accurate records.

Compile and verify data and prepare reports.

Monitor expenditures and assigned budgets.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Evaluate program requirements and prepare educational grant proposals. Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and timelines.

Research and purchase materials.

Operate office equipment including a computer and assigned software.

Work independently, take initiative and exercise good judgment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: An Associate Arts Degree and four (4) years of experience performing data management, providing technical information and assistance regarding assigned specialized student services, and record keeping duties.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to read a variety of materials.

TERMS OF

EMPLOYMENT:

Salary and terms of employment are described in the Agreement between Sunnyvale School District and the California School Employees Association.

EVALUATION:

Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and the California School Employees Association.