



Excellence for all.

Job Title: Special Education Data Technician

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of the Director of Special Education or an assigned supervisor, perform a variety of complex and specialized duties pertaining to the management and reporting of the district's special education student data.

Distinguishing Characteristics:

The clerical family of job descriptions clarify how each job within this classification fits within the organization and to assist in identifying key differences between classifications which may appear otherwise similar. Positions are distinguished by duties and by the level of administrator the employee supports. Special Education Data Technician works with student data unique to special education students.

Representative Duties:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Review submitted student individual education plans (IEPs) for completeness and compliance with state, federal, and district rules and regulations governing special education program requirements; investigates and corrects errors and missing information to ensure accurate and compliant IEP data into the special education data management system.
- Audit special education student data entered by others to identify, review, and correct errors in data (e.g. inaccurate codes, mismatches, duplicates, etc.) and ensure that data entered in the special education data reporting system matches data in the district student information system; follows up with appropriate parties (e.g. case managers, program specialists, psychologists, speech therapists, information technology staff, school site staff) to identify reasons for discrepancies and obtain missing and corrected data.
- Establish and enforce data entry standards and continuously monitors data entry into the special education data management system to maintain accurate special education student data and ensure that IEP-related meetings are conducted and finalized in accordance with established timelines; follows up with appropriate parties as necessary to ensure that meetings are conducted and recorded in accordance with established timelines.
- Submit special education data from the district special education data management system to the state student data management system (CALPADS); investigates and corrects errors reported to the district by CALPADS.
- Run data queries to create internal (e.g., case lists, student demographics, miscellaneous information requests) and external (e.g., state, and federal) reports for a variety of purposes such as assisting with the assignment of caseloads, tracking IEP deadlines, following up on past due evaluations, and ensuring compliance with reporting requirements; creates and provides simple and straightforward queries to end users.

- Serve as the functional lead for the special education data reporting system and provides user support and troubleshooting to users district-wide to resolve basic issues, contacts software providers for advanced troubleshooting. Prepare, maintain and produce a variety of records or lists.
- Research and respond to inquiries pertaining to special education data practices, policies, and procedures.
- Enter special education student information data into the district special education data management system and student information system.
- Provide training and instruction to others on special education database systems and data entry standards and procedures.
- Attend a variety of meetings, trainings, and workshops to maintain up-to-date knowledge of special education program and data reporting requirements to ensure district compliance.
- Perform a variety of clerical support duties such as scheduling meetings, preparing and distributing documents and materials, and creating and maintaining files and records.
- Perform other duties as assigned that support the overall objective of the position.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Applicable federal, state, and local laws, codes, and regulations governing special education program and data reporting requirements.
- Applicable District rules, policies, procedures, initiatives, goals, and objectives
- Special education data management and student information systems
- Principles and practices of gathering, organizing, auditing, and correcting data.
- Principles and practices of report preparation
- Principles and procedures of records management
- Mathematical principles

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Gather, organize, maintain, and distribute a high volume of data.
- Learn, interpret, and apply laws, rules, regulations, policies, and procedures pertaining to special education program and data reporting requirements.
- Analyze situations and adopt effective courses of action.
- Collaborate with others to carry out work.
- Communicate clearly and concisely, both orally and in writing
- Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications.
- Plan and organize work to meet changing priorities and deadlines.
- Learn and apply new information, skills, and technology.
- Carry out verbal and written instructions.
- Maintain confidential records and information.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through a high school diploma or equivalent and three years of experience recording and maintaining data in an electronic database and preparing technical reports; preferably including experience with special education student database systems. Successful completion of the Merit examination process is required.

Licenses/Certificates: Valid California Class C driver's license.

Working Conditions:

Environment: Office environment with constant interruptions; changing priorities and short deadlines.

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard and other office equipment. Seeing to read a variety of materials. Hearing and speaking to exchange information in person and on the telephone. Sitting for extended periods of time. Bending at the waist, kneeling, or crouching to file materials.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 124

Approved by Personnel Commission: August 21, 2020

Personnel Commission Classification/Compensation Study Approved: July 12, 2023