



Job Description

POSITION TITLE: Coordinator IV, Data and Accountability #6337
Special Education Local Plan Area (SELPA)
Professional Learning and Support

SALARY PLACEMENT: Management Salary Schedule
Range 14

SUMMARY OF POSITION:

Under the direction of the San Joaquin County SELPA Director, the SELPA Data and Accountability Coordinator provides leadership and technical expertise in managing special education data systems to ensure compliance with federal and state-mandated reporting and certification requirements. This position serves as a key liaison between the San Joaquin County SELPA and its Local Education Agency (LEA) partners, supporting accurate data collection, validation, analysis, and submission of CALPADS and other required reports. The coordinator will oversee data integrity for special education programs, monitor timelines and reporting deadlines, provide training and technical assistance to LEA staff, and ensure adherence to all legal and procedural guidelines related to special education data. The role also involves interpreting policy updates, troubleshooting reporting errors, and collaborating with all partners to implement effective data practices.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess a Bachelor's Degree in education, data management, information systems, or a related field. Two years of experience in data coordination, compliance, or reporting within a public school district, Special Education Local Plan Area (SELPA), or a comparable educational organization.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Three years' experience working in a school district or county office of education. Three years of increasingly responsible experience in data analysis with the ability to make instructional systematic decisions, providing professional development on data analysis, managing data administration or program evaluation. Leadership experience in data analysis or data administration. Experience with using data to inform district or school level planning. Experience with professional development. Experience preparing and delivering professional learning for a variety of educational staff and partners. Experience using CAPADS (California Longitudinal Pupil Achievement Data System). Experience using special education data management systems (e.g., SEIS or SIRAS). Experience using student information systems (SIS) such as Aeries, Synergy, PowerSchool, or Infinite Campus.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- federal and state laws/regulations governing special education (e.g., IDEA, California Ed Code)
- CALPADS reporting requirements, timelines, and certification processes
- assigned software
- special education data systems such as SEIS, SIRAS, or similar platforms
- student information systems (SIS) such as Aeries, PowerSchool, Infinite Campus, etc.
- data validation techniques and quality control processes
- data privacy laws and best practices for maintaining data confidentiality

Ability to:

- work independently and take initiative while also collaborating effectively in a team environment
- interpret, apply, and communicate laws, policies, and procedures related to special education data reporting

- maintain confidentiality and exercise discretion when overseeing sensitive student information
- manage multiple projects simultaneously in a fast-paced and deadline-driven environment
- establish and maintain positive working relationships with diverse stakeholders, including LEA staff, SELPA personnel, and external agencies
- adapt quickly to changes in reporting requirements, technology, and data systems
- prioritize and meet deadlines
- explain technical information to non-technical audiences
- operate a computer

Possess:

- advanced computer skills (including spreadsheets, word processing, and databases)
- effective written and verbal communication skills
- strong analytical skills to interpret data, identify trends, and resolve discrepancies
- excellent organizational and time management skills
- training and presentation skills for supporting and educating LEA staff
- strong technical troubleshooting skills related to data entry systems and software platforms
- advanced proficiency with Microsoft Excel and Google Sheets, including use of formulas, filters, pivot tables, and charts
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed.
12. Oversee and manage budgets.
13. Monitor and ensure compliance with federal and state-mandated special education data reporting and certification requirements.
14. Coordinate and validate special education data submissions from LEA partners to ensure accuracy, completeness, and timeliness.
15. Provide technical assistance to LEA staff regarding special education data systems, reporting procedures, and error resolution.
16. Develop and deliver training sessions and resources to LEA personnel on data reporting requirements and updates.
17. Serve as a liaison between the SELPA, LEAs, and the California Department of Education on matters related to special education data.
18. Generate and analyze reports to identify trends, ensure compliance, and support programmatic decision-making.

19. Interpret and communicate changes in legislation, policy, and procedures related to special education data.
20. Support troubleshooting and maintenance of student information systems and data management tools used in special education reporting.
21. Maintain clear documentation of data processes, timelines, communications, and compliance actions.
22. Collaborate with SELPA staff and LEAs to ensure best practices in data collection, reporting, and use.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come into direct contact with SJCOE staff, district office staff, and the public.

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