Mt. Diablo Unified School District

Special Education Student Information System Specialist

DEFINITION

- Under administrators' supervision, provides support for users of the Special Education Information System (SEIS) database.
- Maintains accuracy of SEIS information and files system relative to student records and for reporting.
- Provides attendance and related system-generated reports regularly at direction of administrators.

EXAMPLE OF DUTIES

- Provides attendance and system-generated reports on a monthly and quarterly basis for district leadership and additional reports as may be needed at the direction of administrators. **E**
- Generates SEIS new staff profiles and user levels as determined by administrators and maintains accuracy of SES information and file systems relative to staff/employee and system access. **E**
- Provides SEIS new user training and ongoing all staff SEIS training as may be needed and as directed by administrators. **E**
- Provides routine technical support to staff. **E**
- Stays current on SEIS vendor user new developments and features. **E**
- Receives SEIS issues from staff and provides resolution assistance. **E**
- Reports user issues to the developer/vendor as needed and communicates with developer/vendor to help resolve user issues. **E**
- Processes and provides student records to external agencies. **E**
- Monitor student information systems integration exceptions. **E**
- Compiles student data and prepares for reports. **E**
- Receives and verifies student information and eligibility for transportation request. **E**
- Process and update transfers and programs in student information systems. **E**
- Monitor and support timeliness of special education IEP's. **E**
- Performs related duties as assigned. **E**

DESIRABLE QUALIFICATIONS

Training and Experience: A combination of training and experience equivalent to two years of experience in technology information systems customer support.

Knowledge of:

- SEIS database operations

- Rules and regulations relating to state attendance reporting
- Standard business practices and equipment

Skills in:

- Establishing priorities of data entry operation
- Diagnosing and analyzing SEIS user issues in order to recommend and/or assist with vendor-prescribed courses of action
- Operating office equipment and peripherals (printers, scanners, etc.)
- Establishing and maintaining effective working relationships with all staff
- Providing excellent customer service
- Communicating effectively orally and in writing
- Meeting timelines and schedules

Ability to:

- Effectively use and operate a computer and related software
- Work independently with minimal direction

Licenses and Certificates:

A valid California driver's license

Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

CST, Salary Range 507 – 260 days