

SAN YSIDRO SCHOOL DISTRICT

TITLE: Special Education Technician
DEPARTMENT: Special Education
FLSA: Non-Exempt
REVISED: September 2022

REPORTS TO: Director of Special Education
CLASSIFICATION: Classified (12 month)
SALARY: Classified Schedule Steps 20-24
Board Approved: October 2022

BASIC FUNCTION: Under general supervision of the Director of Special Education, the Special Education Technician performs a wide variety of complex technical work requiring specialized knowledge and the ability to provide explanations of Special education policies and procedures.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Responsible for confidential student psycho educational reports and all Special Education confidential files.
- Processes inter -SELPA transfer for Special Education Students.
- Obtains necessary Individual Education Plan (IEP) information and works closely with Special Education Leadership Team to determine placement.
- Responsible for managing the Districts electronic Individual Education Plan (IEP) (i.e. SEIS) system. This includes creating new profiles, requesting IEP files from other districts, troubleshooting, and collaborating with the SELPA office to stay current with system updates.
- Provides in-service training to school staff in the District's electronic Individual Education Plan (IEP) (i.e., SEIS).
- Provides statistical data and reports to the county and state on special education activities-(CALPADS).
- Calculates and maintains records of psychologists' and nurses' work activity data, and the number of hours worked by Language, Speech and Hearing assistants, and all other support staff for Medi -Cal Billing purposes.
- Calculates and processes all time -studies, record keeping, invoices and attends all trainings for Medi -Cal Administrative Activities Claims and Billing.
- Responsible for keeping record, filing, and data collection of District's Suicide Risk Assessments (SRA) and Threat Assessments (TA).
- Processes requests on behalf of school sites and Pupil Services for substitute instructional assistants and bus assistants.
- Processes all SELPA requisitions regarding Low Incidence Equipment.
- Supports the Special Education department with the District's Student Update Form by adding the information to the Student Database (SYNERGY).
- Facilitates the transition of students between Part C to Part B to the District. This involves collaborating with outside agencies and/or parents (i.e., SDRC, HOPE, Headstart).
- Types, composes, processes, and/or prepares forms, memos, letters, invoices, faxes, and schedules for Special Education.

- Supports the development of the District's Extended School Year (ESY) program by organizing student data, developing class lists, and consulting with the Human Resource department on hiring certificated and classified staff.
- Conducts transactions with staff, public, and parents regarding Special Education policies and procedures.
- Supports the Special Education department with SELPA and NPA/NPS contracts and Board Agenda Analysis (BAA) reports.
- Distributes mail and memos (Special Education).
- Serves as an administrative assistant and schedules appointments, meetings, and in-services.
- Attends all in-services on new software programs or skills required to keep up - to -date in position.
- Supports the Special Education department with Purchase Orders, Timecards, and other related items.
- Utilize outside agency staffing lists to fill staffing needs for the special education department as needed.
- Coordinates the home-instruction program including the preparation of reports related to home-instruction.
- Perform other duties as assigned.

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.

ABILITIES:

- Ability to maintain the security of sensitive, confidential, and privileged information;
- Plan and conduct clerical operations involving transactions requiring accountability and accurate controls.
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- 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.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High school diploma or equivalent

DESIRED QUALIFICATIONS:

- Bilingual (English/Spanish).
- AA in education or related field

WORKING CONDITIONS

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.