

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Special Education - Student Information Systems Technician

DEPARTMENT: Educational Services Department - Special Education

POSITION SUMMARY:

Under general supervision of the Director of Special Education and/or his/her designee, the Special Education - Student Information Systems Technician performs technical-level duties related to the maintenance, accuracy, and reporting of student data within the Special Education Department. This position ensures compliance with state and federal reporting requirements, manages data in systems such as CALPADS and SEIS, and provides technical support and training to staff regarding student information systems.

ESSENTIAL FUNCTIONS:

1. Maintain and update student data, for Special Education Students, in the district's Student Information System (SIS), Special Education Information System (SEIS), and CALPADS.
2. Collect, review, and validate data for Individualized Education Programs (IEPs), enrollment, and special education services for Special Education Students.
3. Prepare and submit accurate reports for Special Education Students to meet state and federal timelines, including CALPADS SEIS submissions and mandated special education reports.
4. Monitor and reconcile data between SIS, SEIS, and CALPADS to ensure integrity and compliance for Special Education Students.
5. Provide technical assistance and training to school site staff on data entry, reporting procedures, and necessary data corrections for Special Education Students.
6. Maintain and update staff user/provider data in the district's Special Education Information System (SEIS).
7. Troubleshoot and resolve SEIS software and database issues; communicate with vendors and IT staff as needed.
8. Assist in updating Standard Operating Procedures (SOPs) as directed for processes, policies, and procedures related to special education student data management.
9. Assist in annual SIS setup and rollover for special education programs.
10. Maintain confidentiality of student records and comply with FERPA and IDEA regulations.
11. Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

1. High School diploma or equivalent required.
2. College coursework in computer science, data management, or related field preferred.
3. Two years of experience in student information systems or data management, preferably in a school district setting.
4. Experience with special education data systems (SEIS) and CALPADS reporting is highly desirable.

Knowledge and Abilities:

1. **Knowledge of:**

- a. Student information systems (e.g., Aeries, PowerSchool), SEIS, and CALPADS reporting requirements.
- b. Special education compliance regulations and timelines.
- c. Data validation, reconciliation, and reporting techniques.
- d. Basic principles of relational databases and data security.

2. Ability to:

- a. Analyze and resolve data discrepancies accurately and efficiently.
- b. Communicate effectively with staff, parents, and outside agencies.
- c. Prioritize tasks and meet strict reporting deadlines.
- d. Maintain confidentiality and exercise discretion in handling sensitive information.

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 and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone and other electronic communication devices.
5. Hear and understand speech at normal levels and on the telephone and other electronic communication devices with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
7. Lift and/or carry up to 25 pounds at waist height for short distances.
8. Bend, squat, and/or stoop for extended periods of time.

WORK ENVIRONMENT:

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

SALARY: Classified Salary Range 49

Board Approved: 4/14/26