

CLASSIFICATION TITLE: SELPA Technician

Salary Range: 22

DESCRIPTION OF BASIC RESPONSIBILITIES:

To independently perform a variety of skilled, confidential and responsible secretarial, administrative and operational support functions. This includes the following: a variety of local, regional and state level reporting; research and data assembly in conformance with special education requirements; technical assistance to SELPA LEAs; miscellaneous administrative assistance to the SELPA Administrator.

DIRECTLY RESPONSIBLE TO:

Assistant Superintendent, SELPA

SUPERVISION OVER:

None; however, may be responsible for assigning and reviewing the work of other support personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Technical Guidance/Compliance:

Assist LEAs and staff in compiling data and interpreting legal reporting requirements and regulations; train and support LEA special education staff assigned to special education information systems; provide technical assistance to SELPA LEAs to assure compliance with local, state, and federal reporting requirements and timelines; prepare and analyze the accuracy of multiple state required reports including mid-year and year-end CASEMIS reporting; research and prepare anomaly reports required by state; research information necessary to provide data related to decision making; prepare reports, contracts and MOUs for state and local agencies; prepare materials and packets for presentation to governance committees; prepare and distribute committee minutes; complete special projects, assignments, and activities assigned by the SELPA Administrator within required timelines; research comprehensive student databases to provide information and analyze trends; verify centralized and regionalized student provider reports; prepare December 1 student count for use in SELPA allocation of special education funds; review low incidence packets for compliance with special education legal requirements.

Administrative Support:

Handle administrative details in supervisor's absence; transmit directives and decisions to various employees, departments, contracting agencies and community leaders; produce reports, correspondence, minutes, policies, memos, forms, resolutions, and other documents from dictated notes, rough drafts, or verbal instructions; compose correspondence independently for supervisor's signature; present reports and data analysis to management as required; read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution; establish and maintain a variety of records, logs, and filing systems pertaining to assigned areas of responsibility; prepare contracts, MOUs and related documents for state, regional and local agencies; arrange and schedule a variety of meetings and appointments, notify participants, confirm dates and times, reserve meeting sites; prepare, review, and verify a variety of department documents, records, forms and committee packets for accuracy, completeness, and conformance to applicable laws, regulations, grant guidelines, and SELPA policies and administrative regulations; ability to collaboratively work with certificated and classified staff from all LEAs in order to build relationships and communicate information; screen telephone calls and visitors when requested; recommend policy and procedure revision; monitor, and expedite the completion of special projects, assignments, and activities; collect and maintain evidence for formal program review. Provide support to the Sutter County Infant Program. Support and oversee a program of staff development as assigned.

Fiscal Management:

Assist the SELPA Administrator in various phases of the budget process including the development of budget projections; monitor revenue and expenditure activity in programs, services, and by organizational unit; maintain detailed back-up for internal and external auditing; prepare and file state reports; review

purchase requests, assign account codes, and check for adequate funding in adherence to the adopted budget; maintain all types of office filing and record keeping systems using both manual and computer database systems; initiate, complete, and process forms which include budget requests, purchase orders, work orders, conference/travel claims, mileage claims, time sheets and other related documents; initiate and monitor the purchasing process including verifying adequate funding, completing requisition and purchase order forms; contact vendors to evaluate and research projects; provide assistance and reports for county and district level fiscal staff; prepare contracts with various individuals or agencies. In partnership with business services, prepare and maintain records of Medi-Cal contracts, income and expenditures. Maintain Low Incidence inventory of equipment and expenditures.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Any combination of training and/or experience which demonstrates the ability to perform the duties as described. Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Knowledge of:

Special education policies, procedures, and legal compliance; modern office methods, techniques, and procedures including filing systems, business correspondence, and telephone techniques; mathematical skills sufficient to prepare a variety of reports; a variety of computer software programs including word processing, statistical, excel and accounting programs; proper English usage and grammar including composition, proof reading, and verbal presentation; knowledge of the Brown Act and the writing of policies and administrative regulations; program/site policies, procedures and operations; methods and practices of budget development, and financial record keeping, expenditure control, and reporting processes; knowledge of complex special education student and services data bases including the Management Information System (MIS) that interfaces with the state and is accessible to LEAs; computer-assisted systems analysis techniques, computer accounting programs and data processing-related equipment;

Ability to:

Perform basic planning, organization, and evaluation functions necessary for program coordination; create and maintain fiscal records and reports; prepare statistical and narrative reports in a clear and concise manner; revise and maintain the special education Management Information System (MIS and SEIS); input data, format information and generate reports utilizing appropriate computer software; review, audit and verify financial statements and related summaries including computer prepared output reports; plan, organize, and participate in the operational activities of assigned responsibilities; analyze situations, interpret and implement policies, procedures, and operations in the absence of supervisor; understand and carry out a variety of oral and written instructions independently; perform research and gather information from a variety of sources; communicate effectively in both oral and written forms; operate a computer terminal, PC, printer, micro fiche, modem, fax, calculator, and standard office equipment; input data/word process accurately at a rate required for successful job performance; maintain effective work relationships with those contacted in the performance of required duties.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear

and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.