

CLASSIFICATION TITLE: *Special Education Data Technician*

Salary Range: 27

DESCRIPTION OF BASIC RESPONSIBILITIES:

Under the direct supervision of the Assistant Superintendent / Special Education, the Special Education Data Technician assists in maintaining and supporting student and staff data. Collect, manage, analyze and report student and staff data using a variety of information systems. Provide ongoing technical support and troubleshoot issues on all student information systems (SIS). Provide guidance to staff in the use of all student information systems, and in maintaining the accuracy and reliability of the systems. Resolve reporting and data management issues. Ensure compliance with state and federal reporting regulations; and other duties as assigned.

SUPERVISOR:

Assistant Superintendent of Special Education

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.)

Compiles, assembles, reviews, prepares, and maintains a variety of Special Education data; inputs, updates, formats, and retrieves enrollment, IEP, and a variety of student data and information in an assigned computer system in accordance with established State and Federal guidelines. Utilizes assigned computer system and software to generate a variety of documents, records, lists and reports related to Special Education student data and information; initiates queries, compiles information and manipulates data from multiple sources; verifies accuracy of input and output of data; prepares reports for State filing.

Reviews and verifies accuracy, completeness and integrity of data, IEP's, records and reports; compares and reconciles various manual and computerized data, records and reports; identifies, researches, and resolves data errors and discrepancies; makes corrections and adjustments as needed; communicates to appropriate Special Education staff completing proper addendums and paperwork in compliance with State and Federal guidelines and requirements. Establishes and maintains automated and hard-copy records and files; prepares, prints, distributes, and processes a variety of regular and periodic Special Education reports, lists and documents related to students, enrollment, IEP's, evaluations, services provided and other related data.

Ensures mandated and requested Special Education reports related to students, IEP's, enrollment, programs, or other assigned functions are completed in accordance with established District, State, and Federal timelines and requirements, on behalf of the District; prepares and files reports, records, and documents for distribution; provides support during governmental and outside agency audits. Establishes and maintains cumulative student and various other Special Education files; updates Special Education files with IEP's, student information and other required data and materials; duplicates, files, and distributes various Special Education data and materials such as IEP's and reports.

Serves as an informational resource to District staff, faculty, and others concerning Special Education operations, forms, data processing, records and reports; responds to inquiries and provides information concerning related timelines, standards, IEP's, practices, requirements, policies and procedures. Certifies and makes eligible Special Education students from non-public, private, and charter schools in Special Education database; receives, reviews, and verifies student information and inputs records for new students as needed.

Communicates with District personnel and various outside agencies to exchange information and resolve issues and concerns; interacts effectively with users to solve problems and advises on best practices for maintaining data; collaborates with County SELPA (Special Education Local Plan Area) and software providers to troubleshoot, modify, and improve current systems and software. Operates a variety of office and computer equipment, including copiers, personal computers, printers, and network file servers. Provides technical assistance to staff, administrators, and others compiling, analyzing, and formatting statistical data. Researches, compiles, and prepares annual pupil counts in support of Special Education operations.

Customer Service:

Maintains an effective communication link between department or unit and those contacted during the normal course of business; mails and/or faxes materials requested to customers; directs customers to appropriate person or department as needed; interprets and explains department/unit policies and procedures to the public, parents, students, or other staff, which may include informal complaints; may act as receptionist.

Office/Administrative Support:

Processes incoming/departing pupils as required, processes related forms/records, confers with and assists various community agencies. Using a computer, creates, formats, updates, and prepares correspondence including letters, memos, reports, certificates, flyers, bulletins, forms and other documents; maintains routine and confidential files; researches information using a variety of sources including computers and provides follow-up reports. Responsible for scheduling and maintaining calendars, appointments and meetings for administrator/staff; coordinates and organizes conferences, workshops, in-services or meetings including coordinating calendars, arranging for rooms, setup, and refreshments, procuring and arranging for delivery of equipment and materials needed; arranges for maintenance/repair of site equipment/building as directed; orders supplies and equipment for department; may sort and distribute mail; attends meetings as required; operates standard office equipment.

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:

Data processing principles and practices; data collection, connection, and manipulation using Microsoft Excel and Microsoft Access; use of modern computer hardware, software and multi- platform operating systems; student information system and related software; data processing capabilities and applications pertinent to school district administration; correct English usage, grammar, spelling, punctuation, and vocabulary; oral and written communication techniques.

Skill and Ability to:

Perform a variety technical duties involved in inputting, processing, updating, and analyzing of data; assist in administering complex, real-time, database systems; read, understand and explain technical data; learn, interpret, apply, and explain applicable laws, guidelines, codes, rules, and regulations; extract and compare data from multiple sources by developing queries requiring logic; assemble, organize, and prepare data for records and reports; type sufficiently to complete reports, correspondence and other necessary documents with accuracy and speed; meet established schedules and timelines; learn to analyze administrative activities and develop recommendations, work independently with minimal supervision; establish and maintain effective and cooperative working relationships with others; communicate effectively with others; meet schedules and timelines; maintain customer focused attitude.

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.