



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>SPECIAL EDUCATION TECHNICIAN</u>			
DEPARTMENT/SITE:	District Department	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	27 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Director II-Special Education and Pupil Service or assigned supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Performs a variety of technical duties involved in inputting, processing, and updating student, IEP, enrollment, and various other Special Education data and information; utilizes an assigned computer system to maintain automated records and files and generates a variety of computerized data, reports, and documents. The incumbents in this classification assist in supporting students by coordinating and managing special education resources, services, and documentation to ensure that each student receives appropriate services and support, which directly enhances student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Compile, assemble, review, prepare, and maintain a variety of Special Education data; input, update, format and retrieve enrollment, IEP, and a variety of other student data and information in an assigned computer system in accordance with established State and federal guidelines.

Establish and maintain automated records and files, and prepare, print, distribute, and process a variety of regular and periodic Special Education reports, lists, and documents related to students, enrollment, IEPs, evaluations, services provided, and related data.

Utilize an assigned computer system to generate a variety of documents, records, lists, and reports related to Special Education student data and information; initiate queries, compile information, and manipulate data; verify and ensure the accuracy of input and output data; prepare reports for State filing.

Establish and maintain cumulative student and various other manual Special Education files; update Special Education files with IEPs, student information, and other required data and materials; duplicate, file, and distribute various Special Education data and materials such as IEPs and reports.

Receive, collect, review, process, sort, and file IEPs and various other Special Education records, forms, and documents; research and verify a variety of student data and information; research, request and obtain Special Education and related student data and information as needed.

Review and verify accuracy, completeness, and integrity of data, IEPs, records, and reports; compare and reconcile various manual and computerized data, records, and reports; identify, research, and resolve data

errors and discrepancies; make corrections and adjustments as needed.

Serve as an informational resource to District staff, faculty, and others concerning Special Education operations, forms, data processing, records, and reports; respond to inquiries and provide information concerning related timelines, standards, IEPs, practices, requirements, policies, and procedures.

Ensure mandated and requested Special Education reports related to students, IEPs, enrollment, programs, or other assigned functions are completed according to established District, State, and federal timelines and requirements; file and prepare reports, records, and documents for distribution.

Register and enroll Special Education students from non-public, private, and charter schools; receive, review, and input records, registration forms, and transcripts for new students; verify student information as needed.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of modern office equipment including a computer and assigned software.

Provide technical assistance to staff, administrators, and others in compiling, analyzing, and formatting statistical data.

Research, compile, conduct, and prepare annual pupil counts in support of Special Education operations.

Maintain current knowledge of local, State, and federal standards, requirements, laws, codes, rules, regulations, policies, and procedures related to Special Education programs, students, operations, and activities; keep Special Education and District staff current concerning related information.

Order and distribute required testing materials to the school sites in accordance with Special Education mandates.

Serve as the District facilitator of the School-Based Medicaid and MediCal Reimbursement Programs to compile and prepare quarterly reports in support of Special Education operations.

Perform classification-related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General principles, practices, procedures, and techniques involved in the processing, preparation, verification, record-keeping, and reporting of statistical data.

Principles, methods, and procedures of operating computers and peripheral equipment.

Computerized student information systems and related software applications.

Record-keeping and report preparation techniques.

Data control procedures and data entry operations.

Methods of collecting and organizing data and information.

Principles and practices of data processing and evaluation.

Record retrieval and storage systems.

Modern office practices, procedures, and equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of technical duties involved in inputting, processing, and updating student, IEP, enrollment, and various other Special Education data and information.
Utilize student database system to input, process, and extract data, maintain automated records and files, and generate a variety of computerized data, reports, and documents.
Review and verify input and output data to ensure accuracy.
Assemble, organize, and prepare data for records and reports.
Type or input data at an acceptable rate of speed.
Provide assistance to staff and others regarding student database, IEPs, and other matters.
Learn, interpret, apply, and explain applicable laws, guidelines, codes, rules, and regulations.
Detect and resolve errors and inaccuracies in data output reports.
Research, obtain, evaluate, and respond to requests for student data and information.
Compile and verify data and prepare reports.
Maintain accurate statistical records.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by college-level course work in statistics, data processing, or related field and three years of experience involving the processing, record-keeping, and reporting of statistical data including work with special education programs, computer databases, and software applications.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and maintain qualifications for automobile insurance coverage.
Driving a vehicle to conduct work.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Frequent interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Seeing to read and prepare a variety of materials, view a computer monitor for extended periods of time, and perform assigned activities.
Hearing and speaking to exchange information in person and on the telephone.
Sitting and/or standing for extended periods of time.
Reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies.
Bending at the waist, kneeling, or crouching to file, shelve, and/or retrieve materials.
Occasionally lift and/or move up to 25 pounds.

HAZARDS:

Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 10/99;

Rev. 11/07; 10/10 (Ewing);

Revised: 11/24 (EH&A / MGT Consulting) / GB 11/12/24; PC 10/24/24