

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: SPECIAL EDUCATION TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director II-Special Education & Pupil Services, perform a variety of technical duties involved in inputting, processing and updating student, IEP, enrollment and various other Special Education data and information; utilize an assigned computer system to maintain automated records and files and generate a variety of computerized data, reports and documents.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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, IEP's, 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 assure 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 IEP's, student information and other required data and materials; duplicate, file and distribute various Special Education data and materials such as IEP's and reports.

Receive, collect, review, process, sort and file IEP's 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, IEP's, 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 time lines, standards, IEP's, practices, requirements, policies and procedures.

Assure mandated and requested Special Education reports related to students, IEP's, enrollment, programs or other assigned functions are completed according to established District, State and federal time lines 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 office equipment including a copier, fax machine, 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.

OTHER DUTIES:

Perform related duties as assigned.

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 assure 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, IEP's 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 time lines.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

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 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:

Valid California Driver's License.
Maintain qualification for automobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a personal vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and view a computer monitor.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to shelve and retrieve materials.
Reaching overhead, above shoulders and horizontally.
Occasionally lift and/or move up to 25 pounds.