

## **SPECIAL EDUCATION DATA TECHNICIAN**

CLASSIFICATION: Classified

JOB SUMMARY: Under direct supervision of the Director of the Special Education Consortium, performs complex and responsible data recording, monitoring, and input to meet student data reporting requirements for special needs students. Maintain statistical records used in determining district revenue generation and perform related duties as assigned. Frequent use of independent judgment in the performance of work.

### ESSENTIAL FUNCTIONS:

- Provide a variety of complex, confidential and responsible administrative duties for the Special Education Director and staff
- Maintain SELPA MIS information for the high school district and Special Education Consortium keeping records compliant and up-to-date
- Review all MIS information for the SELPA Program and provide support for district and consortium case managers
- Generate reports to SELPA
- Set-up and maintain confidential student files
- Collect and produce student data reports as requested
- Collect monthly attendance figures from non-public schools and SH/SDC classes
- Monitor absence records for consortium staff; request and submit absence forms to Human Resources Office
- Carry out monthly billing of non-public schools
- Monitor and provide reports regarding IEP schedules, compliance issues and notifications

### OTHER FUNCTIONS:

- Other related administrative tasks as assigned.

### EMPLOYMENT STANDARDS:

Training and Experience: Three years of increasingly responsible clerical/bookkeeping experience. Knowledge of: complex record keeping to generate revenue; computer skills at intermediate level in word processing, database and spreadsheets.

Abilities: Ability to: provide excellent customer service; work with staff in a cooperative, collegial manner; communicate effectively orally and in writing; work independently, efficiently and cooperatively; follow oral and written instruction; plan/organize time on a daily and weekly basis; follow safety procedures in accordance with district policy.

Physical Effort/Working Environment: Indoor work environment. Light physical effort; occasional standing or walking; periodic handling of light weight parcels or supplies.

Licenses and Certifications: A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

Education: Completion of high school or equivalent.

West Sonoma County Union High School District  
Classified Salary Schedule - Range 29  
3 hrs per day, 11 months (240 days)  
Approved: June 24, 2003  
Revised: