

CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS TITLE: SPECIAL EDUCATION TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Special Education & Pupil Services, perform a variety of duties involved in inputting, processing and updating student, IEP, City of San Bernardino 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

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 copies of regular and periodic Special Education reports 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 related to Special Education student data and information, input, update, format and retrieve enrollment, IEP data; verify and input data; generate reports for State filing.

Establish and maintain cumulative student files and various other files on Special Education files with IEP's, and other information; input, update, format and retrieve enrollment, IEP data; file and distribute various Special Education data and reports.

Receive, collect, review, process, sort and file IEP's and various other Special Education reports and documents; research and verify a variety of Special Education and related student data and information to provide data.

Review and verify accuracy, completeness and integrity of data, IEP's, records, reports and documents; identify and report errors and discrepancies; make corrections and adjustments as needed.

Serve as a liaison to various departments, divisions, and agencies; coordinate operations, forms, data processing, records and reports; respond to inquiries and provide information concerning related time lines, standards, IEP's, special education monitoring procedures and processes.

Assure mandated and requested Special Education reports related to students, IEP's, enrollment, progress, and other information; input, update, format and retrieve enrollment, IEP data; file and distribute various Special Education data and reports; file and prepare reports, records and documents for distribution.

Register, input, update, format and retrieve enrollment, IEP data; input, update, format and retrieve enrollment, IEP data; 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 obtain information and discuss issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Provide statistical information to various departments.

Research current and future trends in the field.

Maintain current knowledge of state and federal regulations, policies, procedures, and activities; keep Special Education and District personnel current concerning regulations, policies, and procedures.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

- General principles, practices, procedures, and techniques involved in the verification, record-keeping and reporting of statistical data.
- Principles, methods and procedures of operating an operating computer and peripheral equipment.
- Computerized data processing systems.
- Record-keeping and report preparation.
- Data control procedures for data entry operations.
- Methods of collecting and organizing data and information.
- Principles and techniques of data analysis 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 used in the workplace.
- Operation of a computer and assigned software.

ABILITIES:

- Perform a variety of technical duties involved in inputting, processing and updating student enrollment information and other Special Education data.
- Utilize student and staff information.
- Review and verify input data to insure accuracy.
- Assemble, organize and maintain data.
- Type or input data.
- Provide assistance to staff and others regarding student database, enrollment and other matters.
- Learn, interpret, apply and use applicable administrative regulations and procedures.
- Detect and resolve errors and inaccuracies in data.
- Research, obtain, evaluate and respond to requests for student data.
- Compile and verify data and prepare reports.

Special

Maintain accurate statistical records

Meet schedule

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships

EDUCATION AND EXPERIENCE:

Any combination of education and experience involving work in statistical data processing or related field and three years experience involving computer record keeping and reporting data in statistical computer databases and software applications

LICENSES:

Valid California Driver's License

Maintain qualification for automobile insurance coverage

WORKING CONDITIONS:

ENVIRONMENTAL:

Office

Constant interruptions

Driving personal vehicle to work

PHYSICAL:

Dexterity of hands to operate computers

Sight to read a variety of materials and view a computer monitor

Hearing

Sitting to work extended periods

Bending

Reaching

Occasional lifting