

TITLE: SPECIAL EDUCATION TECHNICIAN

JOB GOAL: Under the Direction of the Executive Director or designee, organize and perform a variety of complex technical and administrative functions in support of the special education division. Act as liaison with schools and district office concerning student data reporting requirements. Conduct statistical analyses and prepare summary displays of data associated with program evaluation. Collect, record, and monitor required information to accurately complete State and Federal requirements for special education; establish and maintain a variety of database files (i.e., utilizing a variety of software); conduct analyses of student data; prepare complex narrative and statistical reports.

QUALIFICATIONS

Knowledge of:

1. Correct English usage, spelling, grammar, punctuation, and math.
2. Applicable state laws, district policies, procedures, and other regulations governing the program or area of assigned responsibilities.
3. Advanced applications software, databases maintenance, query, hardware specifications, and training requirements related to data processing.
4. Office methods and procedures.
5. Proper oral and written communication techniques and etiquette in face-to-face interactions and communication using technology.
6. Maintain current knowledge of technological advances and industry standards and trends
7. State laws and district policies, rules and regulations pertaining to assigned area of responsibility.
8. Safety rules and regulations for this position.

Ability to:

1. Contribute and work as a flexible team member without direct supervision.
2. Operate computers, computer peripherals and standard office equipment.
3. Provide technical assistance.
4. Work efficiently with frequent interruptions.
5. Work effectively with coworkers and stakeholders
6. Read, comprehend, and apply complex instructions and technical documents.
7. In alignment with district policy, analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
8. Compile and maintain accurate and complete records and reports.
9. Establish and maintain effective work relationships with those contacted in the performance of required duties.
10. Handle all matters in a tactful, courteous, and confidential manner.
11. Independently make reports and keep detailed records.
12. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
13. Perform a variety of specialized tasks, involving use of independent judgment, logic, data analysis requiring accuracy and speed.
14. Perform mathematical calculations and accounting functions.
15. Read and understand technical language, policies and manuals.
16. Receive and give information over the telephone, via email or in person in a courteous manner.
17. Type accurately at a rate of 60 words per minute.

Ability to: (continued)

18. Understand and carry out oral and written instructions.
19. Understand, interpret, and explain a variety of policies, laws, rules, and regulations to others.
20. Work efficiently with frequent interruptions.
21. Work and maintain high standards of workmanship without continuous supervision.

Training and Experience:

1. Equivalent to the completion of the twelfth (12th) grade and any combination equivalent to: two (2) years of college-level course work in computer technology and or Three (3) years successful experience using, supporting, or administering the special education student information systems.
2. Proficiency in office applications, databases and spreadsheet software.
3. Three (3) years of increasingly responsible special education technical experience including successful use of databases, information systems or any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
4. A work history demonstrating dependability and good attendance
5. General terms, procedures, and practices used in research and statistical analyses and presentations; establishing and maintaining a variety of records
6. Current methods, practices, and procedures involving the use of network and computer technology and related equipment.

SPECIAL REQUIREMENTS

1. Some positions in this class may require individuals who can read, write, and/or speak a second language.

REPORTS TO: Executive Director of Special Education or Designee.

ESSENTIAL FUNCTIONS

1. Serve as a resource and provides support to staff, outside agencies, and community members on matters related to student information and Special Education data.
2. Organize and perform a variety of technical duties in support of the periodic data audits and the day-to-day operations of the special education student count/ staff caseloads requirements as outlined by District, State and Federal guidelines.
3. Maintains department records and protects the confidentiality of these records.
4. Provide technical information and interpretation related to program and activities.
5. Maintain the Special Education Student Management System related to student record keeping for special education students.
6. Enter students' individualized educational plan (IEP) into the data system, insuring compliance with current State and Federal guidelines.
7. Maintain and track information pertaining to students of ages 3-22 years placed in public, non-public, private, county, residential schools and facilities.
8. Maintain accurate records of completed work.
9. Prepares, compiles and organizes various special education files, records and reports.
10. Maintains and prepares records and reports related to special education payroll for division employees including time sheets, personnel transactions, attendance reports, etc., and sends to payroll in a timely manner.
11. Processes records and/or paperwork in support of assigned office functions.
12. Attends meetings and remains up-to-date on changing procedures and technology related to

Special Education, staffing and student records.

13. Prepares materials and prepare masters as assigned.
14. Searches records and files to prepare reports and summaries.
15. Prepares correspondence, and other materials from oral directions, rough draft copy or notes.
16. Assists with ordering supplies for the Special Education Department.
17. Work effectively under pressure in a fast-paced environment and under strict deadlines.
18. Communicates effectively in both oral and written forms.
19. Performs other related duties as assigned.
20. Participates in district in-service training as required, attends workshops, meetings and conferences.
21. Attends and participates in monthly SELPA users group meetings.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and technologies.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift or carry up to ten (10) pounds up to four (4) hours per day, and thirty (30) pounds up to one (1) hour per day.
9. Able to push and pull objects weighing up to forty (40) pounds up to two (2) hours per day.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation; shoulder abduction and adduction; elbow flexion and extension: shoulder extension and flexion; back lateral flexion; hip flexion and extension; knee flexion.
11. Able to operate office machines and equipment in a safe and effective manner.
12. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit employee

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement by the Executive Director of Special Education or Designee.

Approved by: Board of Education

Date: May 10, 2018

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE and
AN EQUAL OPPORTUNITY EMPLOYER**