

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	Special Education Data Specialist
Job Family:	Clerical/Secretarial Support
Reports to:	Director of Special Education
Salary Level:	Range 28
Calendar:	Classified 12 Month

DEFINITION:

Under the direction of the Director of Special Services, provide highly responsible clerical and technical support assistance in the receiving and processing of student records for educational placement; provide specialized assistance and support in the development, implementation, and operations of a computerized record keeping system for local, State, and federal reporting of Special Education programs; serve as a Special Education Help Desk/Trainer for assigned web based software program; maintain other programs for State reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide specialized assistance and support in the operation of a computerized Management Information System (MIS) for record keeping and reporting.
- Respond to inquiries and provide technical information; serve as department liaison to establish proper technical support, troubleshoot and resolve database issues; route more complex database issues to the Information Technology department.
- Initiate and receive telephone calls; send and receive emails; greet visitors including administrators, parents, staff and the public.
- Assist in providing training to personnel in the use of new and existing special education software programs and databases; retrieve data for the compilation of departmental, regional, state and federal reports as requested.
- Monitor and evaluate computer program; ensure existing programs meet reporting needs of local, state and federal agencies.
- Recommend programing modifications to meet changing reporting requirements.
- Collect, code, enter, update, maintain and disseminate statistical information on Special Education, preschool, high school or adult students.
- Review Individual Education Plans (IEP) to ensure compliance with applicable policies, rules and regulations.
- Determine and record assessments and IEP due dates to comply with State education code requirements.
- Input a variety of data related to special education students, programs, enrollment and activities into an assigned computer system; assure accuracy of input and output data.
- Generate a variety of mandated reports; perform related technical clerical support duties.
- Prepare and maintain a variety of files, records and reports including confidential student records related to assigned activities; maintain attendance sheets and grade level transitions.
- Date and record incoming student referrals and ensure required documentation and forms are included; request and contact previous district personnel to request missing information required for processing paperwork.
- Receive and screen referrals; route referrals to appropriate administrators for student assessment and or placement; monitor status and progress of referrals.
- Communicate with District personnel, departments and outside agencies regarding services, transportation, referrals, student records, verification of information and to exchange information, coordinate activities and resolve issues or concerns.

- Schedule a variety of meetings and conferences including IEP's to comply with mandated timelines; ensure appropriate parent, student, staff and agency notification is completed.
- Operate a variety of office equipment including a copier, computer and assigned software; drive a vehicle to conduct work.
- Attend a variety of meetings and in-service trainings; take and record meeting minutes as directed; serve as a department representative at selected meetings as assigned.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of technical clerical experience involving public contact.

Licenses and other Requirements:

- Valid California Driver's License with proof of insurance.

Knowledge of:

- District procedures, rules and regulations concerning Special Education programs.
- Student information system, spreadsheets and data processing systems.
- Principles and procedures of data tracking and report preparation.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Program operations, policies and objectives.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices used in dealing with the public.
- Oral and written communication skills.
- Operation of a variety of office equipment, a computer and assigned software.
- Methods of collecting and organizing data and information.

Ability to:

- Perform a variety of technical duties in support of the Special Education program.
- Learn, understand, interpret and explain District policies and procedures pertaining to Special Education programs.
- Learn, interpret and apply applicable federal, state and local laws, codes and regulations regarding assigned activities.
- Provide training and technical assistance to others.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Compile, tabulate, interpret and manipulate data
- Maintain and generate variety of reports, records and files.
- Perform clerical duties related to assigned activities.
- Work independently with little direction.
- Prepare routine correspondence.
- Communicate effectively both orally and in writing.
- Type or input data at an acceptable rate of speed.
- Assure accuracy of data input.
- Meet schedules and time lines.
- Perform accurate mathematical computations.

PREFERRED QUALIFICATIONS:

- Bilingual skills in English/Spanish.

- Previous experience with special education processes, related software and terminology.
- Additional coursework related to specific assignment.
- Awareness of developmental levels in areas of instruction.

WORKING CONDITIONS:

Work Environment:

- Office environment.


Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018