

SPECIAL EDUCATION TECHNICIAN

JOB SUMMARY

Under direction of the Special Education and Pupil Services Director, organize and perform a variety of complex technical and administrative functions in support of a program. Act as liaison with schools and central 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 student pupil count by establishing and maintaining a computerized statistical, categorical record keeping system; establish and maintain a variety of database files on a microcomputer (i.e., utilizing a variety of software); conduct analyses of student data; prepare complex narrative and statistical reports.

TYPICAL DUTIES

Organize and perform a variety of technical and administrative duties in support of the day-to-day operations of the special education student count requirements as outlined by District, State and Federal guidelines. Provide technical information and interpretation related to program and activities. Maintain the Special Education Management System (SEMS) related to student record keeping for special education students. Enter students' individualized educational plan (IEP) into the SEMS system, insuring compliance with current State and Federal guidelines. Maintain and track non-public school student cum files. Maintain current records and files in a coordinated manner. Transfer inactive files to designated location on a monthly basis. In order to monitor state and Federal requirements, produce a list of students, per class, with an IEP, designating IEPs and evaluations that are due and provide the information to the appropriate Coordinator or teacher(s). Provide technical assistance in the data gathering, statistical analyses, and displays of data. Prepare schedules and directions for data gathering; organize data in tabular form, design and produce displays for reports and presentations utilizing a variety of computer software packages. Research, examine, and prepare reports involving demographic data such as trends and enrollment projections. Contact others to give and secure necessary information. Compose correspondence on a wide range of subjects requiring knowledge of District, State, and Federal policies and procedures. Participate in meetings and serve on committees as directed. Provide training and work direction to support personnel as required. Assist with in-service training activities as directed. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, demonstrated knowledge and skill in the application of data compilation and analysis, and two years of increasingly responsible clerical/secretarial experience preferably with a school district or similar public entity. Experience implementing and evaluating programs including programs to collect demographic data and types of services provided in order to identify gaps in services, etc., is preferred.

Knowledge of: General terms, procedures, and practices used in research and statistical analyses and presentations; establishing and maintaining a variety of records. Modern office methods and practices, including filing systems, computer data input/retrieval, receptionist and telephone techniques, and letter and report writing. Correct English usage, spelling, grammar, and punctuation.

Ability to: Work independently on assigned projects. Collect, validate, and analyze data, drawing logical conclusions and making recommendations. Read, interpret, and apply provisions of federal, State, and local regulations and statutes applicable to student attendance. Participate effectively in meetings. Speak and write clearly and concisely. Plan and organize work and reschedule work due to shifting priorities. Maintain up-to-date CPR and first aid certificates. Utilizing a microcomputer and related software, including student information applications, establish format, correspondence, charts, and statistical outlines. Maintain complex records and files. Establish and maintain cooperative working relationships. Learn office automation applications and skills. Conduct research studies involving statistical analysis, including the ability to integrate that information into a database management system. Understand and work within scope of authority. Organize diverse data and prepare clear, concise, and accurate statistical reports utilizing spread sheet software and other software specific to student testing/evaluation process.

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to perform repetitive hand or body motions. Walking, sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to store and/or retrieve files. Pushing, pulling, lifting and carrying supplies and equipment. Reaching overhead and above shoulders. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must pass a physical examination and a drug screen.