



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 31-2022/23
DOCUMENT NO. 16-2022/23
DATED 11/16/2022

SPECIAL SERVICES TECHNICIAN

DEPARTMENT/SITE: Special Services

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 33

WORK CALENDAR: 261 Days

REPORTS TO: Director of Special Services

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Special Services, the Special Services Technician plans, coordinates and performs activities related to the support and operation of the Special Education Programs. Specific responsibilities include knowledge of requirements under federal, State, and local mandates and guidelines for managing and updating data needs for the Special Services department to ensure data accuracy and integrity in related or targeted areas of Individualized Education Programs (IEP), 504 Plans, and other related legal documents as required by the various agencies. The incumbents in this classification provide the school community with administrative/ technical duties, in support of the Special Services Department, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

A position in this class plans, coordinates and performs activities related to the support and operation of the Special Education Programs, specifically the assisting of maintaining Special Education Information System (SEIS). This is the entry-level classification of Special Services Specialist in support of the Special Services Department.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in assigning caseloads and adding student records (e.g., new students or students referred for testing); monitors access to student records; monitors and verifies completed IEP annual and triennial dates; monitors 504 Plans; monitors proper student identification in Aeries.
- Assists the department with the facilitation of State/District special education programs to deliver special education services within the required and established guidelines.
- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Maintains a variety of confidential and non-confidential manuals, electronic files, maintains District and school site student file records, assessments, Special Education Information System (SEIS) reports, 504 Plans, State/federal compliance documents, student data imports and teacher/administrator accounts in various contracted academic data websites, to provide up-to-date information and/or historical references in accordance with established guidelines and legal requirements; maintains contact with Special Education Local Plan Area (SELPA) and CALPADS representatives to ensure accuracy of reporting.
- Manages the development and implementation of assigned project plans to include timelines, responsible parties, communications and key performance indicators.

- Assist in overseeing the maintenance of the Department's Special Education Information System; coordinates related improvement activities within the Office of Special Services and with other departments within the district; submits reports to the California Department of Education upon request; provides data support to other District departments and SELPA as needed.
- Participates in district mandated trainings and retraining programs.
- Performs a variety of technical duties (e.g., running queries, finding and correcting errors) in the management of student information database and student records for the District program; manages the accuracy of the database to compile and develop statistical reports as requested; maintains confidentiality of student information.
- Processing of incoming and outgoing student records request for students with disabilities.
- Provides data support to the Special Services Department to ensure required legal documents are maintained and updated in a timely manner and in compliance with legal mandates; verifies completed IEP's and 504 Plans to ensure accuracy with regards to District, State and federal guidelines.
- Provides reports and other documents as needed for school personnel, including program entry and exit reports; prepares reports for outside agencies including for CALPADS; inputs coded information according to site and outside academic agency standards; assures accuracy of data and efficiency of report preparation.
- Assists in revising-and updating standard operating procedures (SOP) and policies for the Special Education Department, inspection of reports, data sources, but not limited to the Special Education Information System (SEIS) and the Districtwide student database (Aeries).
- Sets up transportation for student enrollment within and outside of the SELPA.
- Supports student data collection specifically required for CALPADS, SEIS and Aeries; designs custom reports and queries for Special Education Local Plan Area (SELPA) to target specific management issues/concerns and ensures all issues are resolved promptly.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Modern office practices, procedures and equipment
- Current policies, codes, laws, regulations and procedures
- Use of computer, job-related Special Education software applications, including Google Office Suite and virtual meeting platforms
- Federal laws regarding Special Education and Section 504 of the Rehabilitation Act
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications
- District policies and procedures associated with educational processes
- District organization and locations

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Operate standard office equipment utilizing pertinent software applications
- Prepare and maintain accurate records
- Plan and manage complex and responsible projects
- Accurately take and transcribe notes and/meeting minutes/recollections
- Planning and managing projects; problem solving, logical thinking

- Maintains confidentiality of Special Services files and records
- Display exemplary planning, prioritization and time management skills
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Perform well under pressure for competing time-sensitive priorities
- Understands and follows written and oral instructions
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Two (2) years of progressive clerical experience working with data systems applications, and data input consisting of programs such as: AERIES or other similar software systems. Must be skilled in Microsoft Office & Google Sheets and Docs.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling reaching, handling or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen