JOB DESCRIPTION                     Job Title: SELPA Data Technician - Special Services (9881)

Job Summary:
Under immediate supervision of the SELPA Director, this position will obtain CALPADS Special Education student data; provide assistance as a liaison to the local education agencies (LEAs); enter pupil data; perform complex record analysis activities relative to the Special Education Department's student information systems; perform functions related to student search queries, user permission administration, document management, state reporting, and user support; and perform a variety of technical duties in the management of the Special Education Information System (SEIS) and related student information databases.

Essential Functions:
• Supports Special Education and District Staff users of the student information system, including help desk duties, creation and maintenance of help documents, and training videos.
• Ensures student data is correct and in compliance with the California Department of Education and Federal requirements.
• Responsible for timely and accurate state special education reporting.
• Develops and maintains a regular schedule of searches related to ensuring accurate Special Education records and data.
• Receives, compiles and verifies a variety of information; prepares and maintains a variety of confidential manual and automated records related to special education students.
• Develops spreadsheets; compiles records and reports data, initiates queries and generates a variety of mandated and requested computerized reports according to established procedures and timelines; assure accuracy of input and output data.
• Provides training and technical support regarding the special education information system.
• Resolves integration issues between the special education information system and the student information system.
• Assists with the preparation of data for special reports using student database applications and other technical data.
• Operates a variety of office equipment, a computer and assigned software.
• Generates, analyzes, and distributes various reports as needed.
• Assist in preparation for SELPA presentations and reporting in addition to other jobs as assigned by SELPA Director.
• Maintains and inputs SELPA pupil data.
• Submits required state reports.
• Back-up in clerical area.

Skills, Knowledge and/or Abilities Required:
• Knowledge of:
  • Student information system, spreadsheet and data processing systems.
  • Special Education codes, procedures and terminology.
  • Applicable sections of the State Education Code and other applicable laws.
  • Special Education Information Systems (SEIS).
  • Methods of collecting and organizing data and information.
  • Correct English usage, punctuation, spelling and grammar.
  • Statistical record-keeping and report-writing techniques.
  • Reporting procedures, record keeping, and report generation.
  • Current methods, practices, and procedures involving the use of network and computer technology and related equipment.
  • Methods and procedures used in software installation and troubleshooting.
  • Methods, practices and terminology used in attendance and statistical clerical work.
  • Computer equipment software used in data entry and reporting preparation (e.g., EXCEL, CALPADS, SEIS).
  • Modern office terminology, procedures, and equipment.
  • Telephone etiquette, multi-line techniques and procedures.
  • CALPADS
Skill/Ability to:

- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Assure accuracy of data input and management.
- Maintain confidentiality of student information.
- Establish and maintain cooperative and effective working relationships with others.
- Create, update and maintain accurate statistical files and records.
- Key and compose letters.
- Spell and use proper English grammar.
- Perform work with a high degree of accuracy.
- Communication with the public with tact and courtesy.
- Respond to various inquiries.
- Follow established procedures and create more efficient procedures where needed.
- Learn to operate various office equipment.

Experience Required:

- Five years of experience utilizing computer databases for analysis with two years of clerical/computer systems experience involving student and education records.

Education Required:

- High school diploma or the equivalent.
- Associate’s degree with a high level of proficiency in research, statistics, grammar and spelling.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

January 2022