

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

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.