

## **Madera Unified School District Classified Job Description**

### **Special Services Technician**

#### **Purpose Statement**

Under general supervision, 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) and other related legal documents as required by the various agencies.

This job reports to the Director of Special Services.

---

#### **Essential Functions**

- Provides data support to the Special Education Department to ensure required legal documents are maintained and updated in a timely manner and in compliance with legal mandates; verifies completed IEPs to ensure accuracy with regards to district, state and federal guidelines.
- Revise and update 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 Aeries.
- Assist the department with the facilitation of State/District special education programs for the purpose of delivering special education services within the required and established guidelines.
- Maintains a variety of confidential, non-confidential manuals, electronic files, records, assessments, Special Education Information System (SEIS), reports, state/ federal compliance documents, student data imports and teacher/administrator accounts in various contracted academic data website, for the purpose of providing up to date information and/or historical references in accordance with established guidelines and legal requirements.
- Oversees Special Education Information System: coordinates related improvement activities within the Office of Special Education and with other departments within the district; submits reports to the California Department of Education upon request. Assigns caseloads, adds student records, monitors access to student records, monitors and verify completed Individualized Education Programs (IEP's) annual and triennial dates, monitors proper student identification in Aeries.

- Perform a variety of technical duties in the management of student information database and student records for the district program; manage the accuracy of the database to compile and develop statistical reports as requested; maintain confidentiality of student information.
- 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 ensure all issues are resolved promptly.
- Provide reports and other documents as needed for school personnel, including program entry and exit reports; prepare reports for outside agencies including educational institutions as requested, including the California Special Education Management Information System (CASEMIS) report; input coded information according to site and outside academic agency standards; assure accuracy of data and efficiency of report preparation.
- Manages the development and implementation of assigned project plans to include timelines, responsible parties, communications and key performance indicators.
- 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.
- Participates in district mandated trainings and retraining programs.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Special Services Department.

#### **Job Requirements**

##### **Skills, Knowledge and Abilities**

**SKILLS:** Specific skilled-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; problem solving, logical thinking, preparing and maintaining accurate records; and utilizing pertinent software applications.

**KNOWLEDGE:** Specific knowledge based competencies required to satisfactorily perform the functions of the job include; pertinent codes, policies, regulations and/or laws.

**ABILITY:** Operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/ or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include; meeting deadlines and schedules; maintaining confidentiality and work independently with little direction and with many interruptions. Understand and work within scope of authority. Plan, prioritize and organize work to meet schedules and timelines. Communicate, understand and follow both oral and written directions effectively. Learn new or updated computer systems/software programs to apply to current work.



Communicate using patience and courtesy in a manner that reflects positively on the organization. Apply integrity and trust in all situations and actively participate in meeting District goals and outcomes. Learn District organization, operations, policies, objectives and goals.

### **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.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 10% standing. This job is performed under minimal temperature variations.

### **Minimum Qualifications**

**Experience** Two years of advanced clerical experience working with data systems applications, and data input consisting of programs like Special Education Information System (SEIS), California Longitudinal Pupil Achievement Data System (CALPADS), AERIES or other similar software systems. Must be skilled in Microsoft Office & Google Sheets and Docs.

**Education** High School diploma or equivalency.

### **Required Testing**

Pre-employment Proficiency Test  
Pre-employment Physical exam

### **Continuing Educ./Training**

Maintain as needed

### **Certificates**

None Specified

### **Clearances**

DOJ/ FBI Background Clearance  
TB Clearance  
Physical Demands (A)

### **FLSA Status**

Non- exempt

### **Approval Date**

### **Salary Range**

Classified Salary Schedule –Range 33