



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 57-2022/23
 DOCUMENT NO. 38-2022/23
 DATED 02/15/2023

<u>SPECIAL SERVICES SPECIALIST</u>	
DEPARTMENT/SITE: Special Services REPORTS TO: Director of Special Services	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 38 WORK CALENDAR: 261 Days FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Special Services, the Special Services Specialist plans, coordinates and performs activities related to the support and operation of the Special Education Programs. Manages and updates data for the Special Services department to ensure data accuracy and integrity in related or targeted areas of Individualized Education Programs (IEPs) 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

Positions in this class plans, coordinates and performs activities related to the support and operation of the Special Education Programs, specifically maintaining Special Education Information System (SEIS). It is the second-level classification, which differs from classification of Special Services Technician.

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.

- Assigns case managers in SEIS, and adds 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 proper student identification in Aeries.
- Assists Department with the facilitation of State and 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 to convey and/or gather information required to perform job functions.
- Designated Academic Performance Index (API) user for the District’s CALPADS reporting.
- Maintains a variety of confidential and non-confidential manuals, electronic files, District and school site student records, assessments, Special Education Information System (SEIS) reports, State and 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.
- Oversees maintenance of 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.
- Participates in district mandated training and retraining programs.
- Performs a variety of technical duties (e.g., running queries, analyzing reporting data, identifying and

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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.

- 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.
- Provides training to all new clerical staff with the following programs; SEIS, CALPADS, AERIES and standard operating procedures (SOPs).
- Revises and updates (SOPs) and policies for the Special Services Department, inspection of reports, data sources, but not limited to the Special Education Information System (SEIS) and the Districtwide student database (Aeries).
- Supports student data collection specifically required for CALPADS, SEIS and Aeries; designs custom reports and queries for the 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
- 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 Student 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 equivalency.

EXPERIENCE REQUIRED:

Three (3) years of progressive clerical experience working with all data systems applications, and data input consisting of programs such as; 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.

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