

JOB DESCRIPTION
Pleasanton Unified School District

SPECIAL EDUCATION INFORMATION SYSTEM SPECIALIST

Purpose Statement:

The job of Special Education Information Systems Specialist is done for the purpose/s of supporting critical district administrative functions and serving on behalf of assigned administrators; communicating information to school and district personnel; providing interpretation, comparisons and/or recommendations; providing confidentiality and system of access to information; directing correspondence for prompt action; and determining appropriate action/referral to achieve resolution; maintain oversight of the input of confidential Individual Education Program (IEP).

Essential Functions:

- Attends meetings, workshops and conferences as assigned (e.g. compliance updates, software, budget, planning) for the purpose of representing the assigned administrators) conveying and/or gathering information.
- Compiles detailed and time-sensitive data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements (e.g. reports, out of District placements, low incidence funding, transportation, eligibility, disability, timelines compliance/delays).
- Composes documents and written materials (e.g. correspondence, bulletins, newsletters, calendars, budgets, memos, handbooks, etc.) for the purpose of documenting events, providing and/or requesting information.
- Manages, interprets and provides detailed technical and non technical direction to the special education information system users to assure compliance of State requirements for accurate entering of critical student data used as a funding source.
- Researches discrepancies in processes and/or documentation for the purpose of ensuring adherence to appropriate administrative and/or legal guidelines.
- Authorizes user rights, adds and removes users from the special education information system based on employment status and job placement.
- Creates and facilitates continuing training for Case Managers and Service Providers to ensure all IEPs are compliant with State and Federal requirements and verify eligibility under the 14 IDEA categories of disability.
- Provides ongoing communication regarding updates and revisions to the special education information system and State and Federal compliance directives.
- Collaborates with Data Processing to resolve issues and meet requirements surrounding California Longitudinal Pupil Achievement Data Systems (CALPADS) and integration between Student Information System and SEIS system.
- Communicates and collaborates with multiple State agencies, districts and employees to meet State reporting requirements.
- Monitors assigned district activities and/or program components (e.g. report deadlines, budget expenditures) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements. Maintains documents, files and records.
- Processes documents and materials (e.g. billings, purchase orders, work orders, forms) for the purpose of disseminating information to appropriate parties for action.
- Collaborates with District administration to compile confidential student information for litigation.
- Orders, coordinates, distribute, and tracks all California High School Exit Exams (CASHEE) and STAR testing for district students attending Non Public Schools (NPS).
- Composes and distributes security affidavits to NPS schools.
- Compiles and adds student information into database with accuracy, and assigns and oversees caseloads and case managers.
- Uses the student information database to register and maintain all preschool and Non Public School students
- Maintains the security and confidentiality of specified records and sensitive information, and creates and maintains students' special education files
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions. Prioritize and coordinates voluminous workflow with minimal supervision.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: PC hardware knowledge; business software applications; training materials and presentation techniques.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include; being attentive to detail; and working with detailed; information/data; communicating with diverse groups; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent is required

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FSLA Status:

Non-Exempt

Approval Date:

Salary Grade:

Classified 23