



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia – Hemet, CA 92545 - (951) 765-5100

SPECIAL EDUCATION DATA TECHNICIAN II

JOB SUMMARY

Under general supervision, perform a variety of specialized and complex technical duties related to student information systems, records management and reporting functions for the Special Education Department, including auditing, verifying and ensuring accuracy of student records related to Individual Education Plans (IEPs) and related program data, generating a variety of reports for use by the District and report to the State and Federal agencies, and providing assistance and training to special education teachers, coordinator, and staff regarding data entry in the special education database systems. Positions in this class will also be responsible for other clerical duties and related activities.

ESSENTIAL FUNCTIONS

- Audit data entry in SEIS and identify inaccurate codes, mismatches, duplicate files, and other missing or erroneous data; follow up with case managers, program specialists to obtain missing or corrected data;
- Compile compliance reports, cumulative data source to add, edit, and monitor all Special Education students (all schools/sites)
- Run queries in appropriate database systems to create reports per State and Federal reporting guidelines;
- Assign caseloads, tracking IEP deadlines and follow-up on past due evaluations;
- Input data from IEPs into appropriate special education database, including Special Education Information System (SEIS), District student information system (AERIES), and California Longitudinal Pupil Achievement Data System (CALPADS);
- Serve as the SEIS System Administrator for the purpose of creating, modifying and deleting user accounts and passwords, setting appropriate access level; maintain SEIS user file with set permissions and manage accounts as necessary;
- Attend Special Education Local Plan Area (SELPA) trainings and stay current with legislative and policy changes to ensure compliance in all areas related to the SELPA, and follow guidelines for data entry in CALPADS to assure District compliance with State and Federal special education requirements including applicable laws;
- Prepare and process record requests from other districts/schools that students are transferring from or to;
- Organize and maintain records, maintain special education student files, and other permanent records assigned while protecting confidentiality of student records and information;
- Assist the Special Education Department with general clerical tasks;
- Answer phones and respond to inquiries;
- Strictly adhere to timelines;
- Performs other job-related duties as assigned;

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- Rules and regulations related to State IEP reporting mandates and compliance standards;
- Special Education related (i.e, SEIS, AERIES, CALPADS) database structure, including methods for creating system queries and data verification;
- Research techniques, methods, and procedures;
- Modern office methods and practices including filing systems, telephone techniques, and software programs;
- Intermediate proficiency in Microsoft Office (Excel and Word) and Google Suite (e.g., Gmail, Calendar, Drive) for the purpose of importing and exporting data elements and creating reports;
- Correct English usage, spelling, grammar, punctuation, and manuscript; proper report formatting;
- Policies, rules, organization, and functions of the Special Education Department and Student Services Division;

ABILITY TO

- Learn and apply rules and regulations involved in assigned program functions;
- Maintain the security of confidential student records;
- Comprehend and follow directions given verbally and in writing;

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EMPLOYMENT STANDARDS (Continued)

ABILITY TO (continued)

- Learn and utilize new and current technologies;
- Type at a net corrected speed of forty-five (45) words per minute;
- Deal effectively with a wide variety of situations requiring diplomacy, friendliness, poise, and firmness;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships;
- Demonstrate good judgment and problem-solving skills;
- Orient, train, and guide assigned staff;
- Organize tasks, set priorities, and meet deadlines;
- Work independently;
- Respond appropriately to direction and changes in the work setting;

EDUCATION / REQUIREMENTS

- High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above.
- Possession of a valid California Driver's License during the course of employment; must be insurable at standard rates by the District's insurance carrier and maintain such insurability;

EXPERIENCE

Three (3) years of experience performing responsible clerical duties with at least one (1) year of experience working with special education management information systems involving running system queries, extrapolation of data and reporting.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential duties and responsibilities of the position.

Physical Demands

Sitting (continuously); stand, walk, bend, stoop, look up/down (frequently); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach (i.e. keyboard, mouse, handwriting, files, and phones) (continuously); lift and carry office supplies up to 10 pounds (occasionally), up to 30 pounds (infrequently); use of vision, hearing, and speaking.

Working Conditions

Indoor office setting; Exposure to: moderate noise from office equipment; seasonal temperatures; office dust and fumes or airborne articles.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Director of Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Salary Range 35

Proposed April 24, 2020