# Sacramento County Office of Education Job Description
## Classification Title: SELPA Specialist

## DEFINITION

Under general direction, performs a variety of specialized duties related to the Special Education Local Planning Area (SELPA) including the collection and reporting of pupil counts, and other related data from the Local Education Agencies (LEA), the maintenance of a comprehensive management information system, and Low Incidence management; performs other related duties as assigned.

## DIRECTLY RESPONSIBLE TO

Executive Director, SELPA

## SUPERVISION OVER

None; however, provides reporting assistance and guidance to other staff in SELPA districts.

## DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

**SELPA Support**
Develops and prepares a variety of reports, records and statistical data regarding SELPA activities and student enrollment; collects, compiles and manages data from LEA users for California Department of Education and other mandated reports; audits and verifies student enrollment data assuring compliance with appropriate codes and policies; maintains statistical records and SELPA/LEA policies in accordance with state and federal law, and processes documents in compliance with established policies and procedures; prepares and audits various enrollment reports required for state funding; accumulates and reports pupil count and related SELPA, District, Federal and State reports; coordinates meetings, trains, and provides technical support to LEA users regarding SELPA reporting and student enrollment; acts as a liaison between SCOE districts and other State of California SELPAs; attends State meetings and relays information to LEA users; interprets and applies SELPA regulations, policies and procedures; assists other department support personnel as necessary.

**Low Incidence Management**
Manages database for Low Incidence adaptive equipment requests and purchases for blind, deaf, or orthopedically impaired students; receives orders and verifies student qualifications for requested equipment; monitors requests by reviewing student's Individual Education Plan (IEP); researches for appropriate vendors; follows legal guidelines for equipment purchases; prepares purchase requisitions for equipment purchases; audits equipment assignments and tracks for individual student's special needs; prepares utilization reports; receives and inventories new equipment; monitors returned equipment for reassignment; arranges for equipment distribution and repairs; reports to Low Incidence Committee regarding problems, anticipated needs and approval of equipment orders; interprets policy formulated by the Low Incidence Committee; researches inquiries and acts as a liaison for teachers, parents, administration and other professionals regarding Low Incidence questions and problems; prepares and submits financial reports to Low Incidence Committee for approval; trains SCOE personnel and LEA users regarding Low Incidence forms, guidelines and procedures; updates training manual and forms as directed.

**Database Management**
Monitors the Special Education Information System (SEIS) database, provides training and technical support, and follows up with district users as needed; develops and maintains other various comprehensive databases for use in or preparation of a variety of specialized local, federal, and state required reports; performs backup for related databases; sets up the management information systems for the pupil count reporting program for the LEA users; accesses SELPA database to verify student information and validate eligibility; monitors reports to audit, and verify accuracy; receives, reviews and verifies documents, records,

and forms for conformance to rules, regulations, policies and procedures; audits and enters changes, modifications, and amendments to data in the system; organizes material for efficient reporting and retrieval; assists in establishing and maintaining a variety of file systems used in the department; creates and maintains various documents including letters, memos, e-mails, faxes, forms, brochures, and flyers; operates standard office equipment.

## MINIMUM QUALIFICATIONS

### Education
Sufficient formal and/or informal training to provide the ability to read, write, and perform basic mathematical calculations; advanced coursework in MIS or related field is desirable.

### Training and Experience
Any combination of training and/or experience which demonstrates ability to perform the duties as described; a typical qualifying background would include progressively responsible experience in MIS; experience working in Special Education and SELPA programs is desirable.

### Knowledge of:
Utilization and purposes of management information systems; database structure and data verification methods; current versions of standard software applications; standard clerical procedures and office operations, English grammar, punctuation, and spelling; special education terminology; business formatting of documents; basic research techniques; standard types of office filing systems.

### Skill and Ability to:
Maintain a complex online database and management information system performing the following functions -- access, store, and retrieve data, set up and maintain database files; troubleshoot database problems and provide training and technical support to users; produce a variety of reports from the database; apply and interpret Low Incidence qualifications for services and adaptive equipment; perform complex mathematical computations; operate standard office equipment; accurately prepare, create, edit, and design forms, reports, and other related documents; communicate technical information effectively both in oral and written form; organize and prioritize work; read, interpret, and apply rules, laws, and procedures; follow instructions; research and resolve inquiries; research new technology; work independently and in a team; maintain security and confidentiality of student records, information and files; respond to requests of internal and external clients; provide information, assistance, training, materials and resources to clients; establish and maintain cooperative working relationships with those contacted during the course of work.