

# **Sacramento County Office of Education Job Description**

## **Classification Title: Special Education Program Technician**

### **DEFINITION**

Under limited direction, performs a variety of specialized duties related to supporting Special Education programs, including the collection and reporting of pupil counts and other related data from the Local Education Agencies (LEA); maintains and manages a comprehensive student information system and low incidence database; performs duties related to Medi-Cal reimbursement; serves as a department information resource; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator; provides reporting assistance and guidance to other staff in Special Education programs.

### **SUPERVISION OVER**

None.

### **DUTIES AND RESPONSIBILITIES**

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

#### **Maintenance of Student Information Systems**

Updates and maintains student data in California Longitudinal Pupil Achievement Data System (CALPADS), Special Education Information System (SEIS), and other comprehensive databases for use in, or preparation of, a variety of specialized local, federal, and state required reports; sets up the management information systems for the pupil count reporting program for the LEA users; accesses database to verify student information and validate eligibility; submits database downloads for Medi-Cal billing; uses data to assist in establishing and preparing class lists, program calendars, information booklets, master lists/logs, and other necessary and related materials; audits and enters changes, modifications, and amendments to data in the system; organizes material for efficient reporting and retrieval; provides information to staff and users; prepares and maintains documentation for processes, policies, and procedures; performs backup for related databases.

#### **Program Support**

Develops and prepares a variety of reports, records, and statistical data regarding Special Education program 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 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 data for Special Education programs, District, Federal, and State reports; coordinates meetings, trains, and provides technical support to LEA users regarding Special Education program reporting and student enrollment; acts as a liaison between SCOE districts and other State of California agencies; attends State meetings and relays information to LEA users; interprets and applies 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, and 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 personnel and LEA users regarding Low Incidence forms, guidelines, and procedures; updates training manual and forms as directed.

### **Medi-Cal Billing**

Performs independent, specialized duties related to Medi-Cal Reimbursement Program billing and related functions requiring independent judgment and analysis; maintains claim and treatment files, records, and reports for audit purposes; maintains current knowledge of Medi-Cal policies, procedures, and diagnostic codes; works with vendors; performs report generation and data gathering using current technology; utilizes information systems to capture all billable services; designs, prepares, and maintains the Medi-Cal Program Manual for provider use; writes and designs communications to inform providers and program managers of program process.

### **Recordkeeping/Program Support**

Audits and verifies calendar days and bell schedules assuring compliance with appropriate codes and policies; generates a variety of reports; assists in establishing and maintaining a variety of file systems used in the department; provides instructors, school districts, probation, and other outside agencies with information regarding student special education records; creates documents including special education site calendars, schedules, forms, procedures, flyers, and reports and distributes materials to staff; organizes, coordinates, and schedules meetings, workshops, in-services, and special projects including setting the schedule, reserving facilities, arranging for set-up and catering, contacting participants and vendors, ordering, assembling, and distributing materials and supplies, and all related follow-up activities; assists other department support personnel as necessary; prepares necessary correspondence including letters, memos, e-mails, and faxes related to work duties; operates standard office equipment; orders supplies and equipment for department as needed; attends department and district student information systems meetings and work groups as requested.

### **Client Support/Communication**

Serves as a department information resource to assist and provide technical support and guidance to staff, clients, and system users; researches client inquiries and new technology; develops, organizes, and maintains training modules for clients; provides training related to data reporting procedures; provides updates on special education reporting laws and regulations; communicates technical concepts in non-technical terms; develops procedures, forms, and other organization tools to manage projects and monitor timelines; maintains open communication between staff and users to encourage questions and problem solving; performs responsible practices that support and enforce policies, rules, and regulations relating to computer systems and peripheral equipment; maintains confidentiality of information and data related to students.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Any combination of education, training, and experience which demonstrates the ability to perform the duties and responsibilities as described; increasingly responsible experience with data management, operating in a web-based environment, and using a variety of software; and experience working in a school district special education environment with student information system and CalPADS desirable.

**Knowledge of**

Utilization and purposes of student information systems; database structure and database 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; technical writing; proofreading methods; basic research techniques; standard types of office filing systems; State and Federal laws related to student records.

**Skill and Ability to**

Maintain a complex database and student information system in order to access, store, and retrieve data, set up and maintain database files, and produce a variety of reports from the database; accurately enter data and proofread; extract, reconcile, and analyze data; perform mathematical calculations; operate standard office equipment; read, interpret, and apply rules, laws, and procedures; accurately prepare, create, edit, and design memos, reports, letters, and other documents; communicate effectively both in oral and written form; organize and prioritize work; follow instructions; research and resolve inquiries; research new technology; work independently; develop trainings and training materials; work collaboratively in team setting; establish and maintain cooperative working relationships with clients, teachers, administrators, and the general public.

Approved by Personnel Commission 4/14/20