

Sacramento County Office of Education Job Description

Classification Title: Special Education Program Technician

DEFINITION

Under general direction, performs a variety of specialized duties related to supporting Sacramento County Office of Education (SCOE) Special Education programs and Sacramento County Special Education Local Plan Area (SELPA), including the collection and reporting of pupil counts and other related data from 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

SUPERVISION OVER

None; however may provide reporting assistance and guidance to other staff in Special Education programs.

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; provides support regarding management information systems for LEA users of the pupil count reporting program; 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 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.

Program Support

Develops, prepares, and audits 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 district, federal, and state reports; audits and verifies student enrollment data, ensuring 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; supports initiation and processing of expenditure contracts related to various SELPA activities; audits and verifies calendar days and bell schedules ensuring compliance with appropriate codes and policies; provides instructors, service providers, school districts, probation, and other outside agencies with information regarding student special education records; develops training and training materials; 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; in compliance with accessibility and standard formatting, creates documents including special education site calendars, schedules, forms, procedures, flyers, and reports and distributes materials to staff; organizes, coordinates, and schedules various events including establishing event agenda, reserving facilities, arranging for set-up

and catering, contacting participants, ordering, assembling, and distributing materials and supplies, and all related follow-up activities; attends department and district student information systems meetings and work groups as requested; assists other department support personnel as necessary; assists in establishing and maintaining a variety of file systems; orders supplies and equipment for department as needed.

Low Incidence Management

Manages database for Low Incidence adaptive equipment requests and purchases for students with low incidence disabilities, such as those experiencing blindness, deafness, or orthopedic impairments; 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 students' special needs; receives and inventories new equipment; monitors returned equipment for reassignment; arranges for equipment distribution and repairs; reports to Low Incidence Committee regarding anticipated needs and approval of equipment orders; 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; 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; generates reports and gathers data using current technology; utilizes information systems to capture all billable services; designs, prepares, and maintains the Medi-Cal Program Manual for provider use; prepares written communications to inform providers and program managers of program process.

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 updates on special education reporting laws and regulations to clients and staff; develops procedures, forms, and other organization tools to manage projects and monitor timelines; prepares necessary correspondence including letters, memos, e-mails, and faxes related to work duties; 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; experience working in a school district special education environment with student information system and CALPADS desirable.

Knowledge of

Utilization of student information systems; database structure and verification methods; current versions of standard software applications including videoconferencing platforms; standard clerical procedures and office operations; correct English grammar, punctuation, and spelling; special education terminology; business formatting of documents; proofreading methods; basic research techniques; standard types of office filing systems; state and federal laws, rules, and regulations related to special education and student records.

Skill and Ability to

Maintain a complex database and student information system; accurately enter data and proofread; extract, reconcile, and analyze data; receive training on expenditure contract processes and procedures; 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 forms with individuals from diverse groups; organize and prioritize work; maintain open communication between staff and clients to encourage questions and problem-solving; communicates technical concepts in non-technical terms; follow instructions; research and resolve inquiries; work independently with minimal direction; work collaboratively in team setting; establish and maintain cooperative working relationships with clients, teachers, administrators, and the general public.

Revisions approved by Personnel Commission 9/13/23
Approved by Personnel Commission 4/14/20