Sacramento County Office of Education Job Description
Classification Title: Student Information Systems Specialist – Special Education

DEFINITION

Under general direction, performs a variety of specialized duties that involve the mandated collection and reporting of student information, enrollment, and other related data and the maintenance of a comprehensive student information system. Performs related duties as required.

DIRECTLY RESPONSIBLE TO

Appropriate department administrator

SUPERVISION OVER

None; however, may provide technical direction to other staff in the program.

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.)

Maintenance of Student Information Systems
Updates and maintains student data in the Special Education Information System (SEIS), CASEMIS (California Special Education Management Information System) and other comprehensive databases for use in, or preparation of, a variety of specialized local, federal, and state required reports; submits database downloads for MediCal 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; organizes material for efficient reporting and retrieval; performs backup for related databases.

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; creates documents including special education site calendars, schedules, forms, procedures, brochures, newsletters, flyers, and reports; assists other department support personnel as necessary; prepares and distributes materials to staff; operates standard office equipment; maintains form supply for department; orders supplies and equipment for department as needed; attends department and district student information systems meetings as requested.

Communication/Client Support and Training
Provides technical support and guidance to clients; researches client inquiries and new technology; develops, organizes, and maintains training modules for clients; provides training related to data reporting procedures; keeps clients updated on special education reporting laws and regulations; develops correspondence including letters, memos, e-mails and faxes.

MINIMUM QUALIFICATIONS

Education
Sufficient formal and/or informal training to provide the ability to read, write, and perform mathematical calculations at a level consistent with the requirements of the position; advanced coursework in information systems 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 student information systems; experience working in special education programs is desirable.

Knowledge of:
Utilization and purposes of student 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; business formatting of documents; special education terminology; technical writing; basic research techniques; standard types of office filing systems.

Skill and Ability to:
Maintain a complex database and student information system performing the following functions -- access, store, and retrieve data, set up and maintain database files, produce a variety of reports from the database; perform complex mathematical calculations; operate standard office equipment; accurately prepare, create, edit, and design memos, reports, letters, and other documents; communicate effectively both in oral and written form; present technical information to individuals and small groups; organize and prioritize work; read, interpret, and apply rules, laws, and procedures; follow instructions; research and resolve inquiries; research new technology; work independently; 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.

Revisions approved by the Personnel Commission 6/12/18
Revisions approved by the Personnel Commission 8/11/14 (no changes made)
Revisions approved by the Personnel Commission 2/14/12
Revisions approved by the Personnel Commission 8/12/08
Former title: Management Information Systems Specialist – Attendance Applications
Revisions approved by the Personnel Commission 1/18/05
Approved by the Personnel Commission on 6/17/98