

Central Valley School District
Job Description #817

TITLE Special Education Program Technician – Director of Special Services

GENERAL SUMMARY

The Special Education Program Technician performs a wide variety of tasks to assure the smooth, accurate, and efficient operation of the Special Education office. S/he coordinates many functions of the office to best serve Central Valley School District staff and community.

ESSENTIAL JOB FUNCTIONS

The Special Education Program Technician may perform all or a combination of the following:

1. Maintain/perform all financial functions for the Special Services department budget including but not limited to reimbursements, timesheets, purchasing, procurement card monitoring and processing of travel requests, and grant applications, revisions and correspondences with OSPI.
2. Prepare required federal/state reports, program applications, grant applications, etc. as requested; allocate grant funds to appropriate activities for the Director's approval.
3. Maintain compliance with state and federal law regarding Special Education and Section 504 issues.
4. Coordinate all functions of Extended School Year program including but not limited to: develop roster of students recommended for ESY services; prepare working files for teaching staff containing amount and type of services for each student; correspond with parents; contract with private therapy providers as needed; arrange for equipment/teaching materials to be moved to and from appropriate locations; collect and distribute service summaries.
5. Prepare materials necessary for Early Entrance testing including contacting interested families, preparing information sheets for each child, scheduling appointments, scheduling tester, and collecting and depositing fees.
6. Receive initial inquiries for special education evaluations, assist parents in accessing outside agencies for issues outside the scope of the Special Services Department.
7. Respond to the public in a cordial, courteous manner; answer telephone; relay messages; schedule appointments; coordinate a variety of operations of the office of the Director of Special Services.
8. Exhibit confidentiality, initiative, creativity, self-motivation, and enthusiasm in performing job functions.
9. Compose and word process accurately and neatly a variety of materials such as letters, memoranda, bulletins, requisitions, claims reports, statistical data, evaluations presentations web documents, meeting agendas, announcements, manuals, brochures, newsletters, guides, forms, calendars, schedules, charts and graphs etc. as requested. Develop contracts for independent service providers.
10. Cooperate with Human Resources on posting requests, changes in staff FTEs/hours.
11. Provide secretarial support or assistance to other directors, coordinators, supervisors, committee chairs, or departments as assigned.
12. Assist in preparation of materials for workshops and inservices.
13. Maintain and revise office files as required.
14. Perform related duties as required by the Director of Special Services.

REPORTING RELATIONSHIPS

This position reports to the Director of Special Services

MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; required to handle last minute unexpected project requests; may occasionally deal with distraught or difficult individuals. Ability to multi-task.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer and other technology equipment (e.g. lap top, scanner, projector, etc.)

QUALIFICATIONS

1. AA degree or more.
 2. A minimum of 3 years experience in a Special Education Department.
 3. Training and/or experience in accounting and bookkeeping preferred.
 4. Demonstrated knowledge of Special Education and Section 504 procedures (e.g. referral process, timelines, documentation etc.)
 5. Demonstrated knowledge of federal/state grants (e.g. IDEA-B, Section 619 iGrant System)
 6. Demonstrated skill in completing state and federal reporting requirements.
 7. Demonstrate skill in Microsoft WORD, Excel, PowerPoint, Publisher, and Adobe Acrobat. Willingness to learn other programs as needed.
 8. Knowledge of and ability to use office machines; i.e. computer, scanner, collator, laminator, copy machine, fax machine, booklet binders, etc.
 9. Ability to compute mathematical and statistical data; demonstrated skill in preparing Excel spreadsheets and maintaining accurate fiscal records.
 10. Excellent skills in oral and written communication.
 11. Demonstrated organizational skills.
 12. Excellent filing skills.
 13. Demonstrated skills in proof-reading documents, for accuracy, completeness, grammar, spelling, and style.
 14. Demonstrated public relations skills.
 15. Demonstrated ability to multi-task and be flexible in the workplace.
 16. Demonstrated ability to work independently.
 17. Demonstrated skills in the operation of the Internet for research assignments, e-mail, and other operations.
 18. Willing to share with and assist other department staff when appropriate and when time allows.
 19. Use of independent decision making as needed when administrators are unavailable for consultation.
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UNIT AFFILIATION

PSE – Technical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Created 02/05
Revised 03/05