

## UNION SCHOOL DISTRICT

### **CLASS TITLE: SENIOR SPECIAL EDUCATION TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an Assistant Superintendent or designee, plan, organize, coordinate and perform a variety of specialized and responsible technical and administrative support duties related to the District's comprehensive special education and student services functions; interpret policies and regulations; plan, coordinate, and organize department activities and flow of communications and information; support special education substitute staffing; and coordinate staff training.

#### **DISTINGUISHING CHARACTERISTICS:**

The Senior Special Education Technician classification performs varied and highly skilled administrative support duties requiring a thorough understanding of the Special Education program. Employees in this classification receive limited supervision requiring initiative, problem-solving skills, and independent judgment.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, coordinate, and perform a variety of specialized and responsible technical and administrative support duties related to the District's special education functions.

Assure compliance with the IEP process; provide support to teachers, parents, administrators, and staff in the implementation, development and operation of programs and services for special education students.

Involved in the budget development process, maintain designated budgets, and assure assigned accounts are accurate and expenditures are within federal or state requirements; collect and account for fees; initiate budget transfers as directed.

Prepare and maintain logs, files, and records; review and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed; submit reports to appropriate department, personnel or agency.

Compile special education reports, program reports, truancy, expulsion, suspension data and statistics, projected class lists, and varied information into a final draft for administrative review; compile statistical information on the status of students suspended and expelled for State-mandated report.

Assure caseload numbers are compliant; calculate yearly staffing projection startups; Coordinate placement of students with exceptional needs outside of the District.

Assist in handling complaints regarding special education students, programs, and compliance issues.

Organize special education in-service training for the District and the school sites.

Receive and process referrals for assessments; duplicate files and mail to appropriate agency.

Help to facilitate solutions with substitutes, aides, and any changes in programs and staffing.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns; respond to questions from schools and district offices relating to special education matters concerning procedures and the availability of services.

Compose correspondence independently on a variety of matters; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists, and other materials as directed; prepare, format, edit, proofread and revise written materials.

Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Assistant Superintendent or designee's calendar; coordinate and arrange special events and activities for the Assistant Superintendent or designee.

Attend a variety of meetings; prepare related notices, reports, presentations, and agendas; prepare and distribute minutes, updated records, statements, documents, and reports to appropriate personnel, such as Board of Trustees, Attorneys, Cabinet and Management Team.

Research and compile a variety of information from Board Policy, Education Code, CDE, Internet research, and other educational resources; compute statistical information for various federal, state and local reports; process and evaluate a variety of forms and applications related to assigned functions.

Input a wide variety of data into an assigned computer system; maintain electronic files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure the accuracy of input and output data.

Perform special projects or surveys as requested; prepare various forms and reports on behalf of the Assistant Superintendent or designee; attend to administrative details on special matters as assigned.

Prepare, type and process requisitions according to established guidelines; order, receive and maintain an inventory of supplies and equipment in accordance with established guidelines.

Obtain and provide information, records, and materials to staff and the public where judgment, knowledge, and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested.

Maintain department website.

Attend mandatory training as required by your position. May be called upon to train staff on department related content.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

IEP terminology and procedures;  
Applicable laws, codes, rules, regulations and procedures related to assigned activities;  
Department objectives, policies, procedures, and goals;  
Modern office practices, procedures, and equipment;  
Telephone techniques and etiquette;  
Record-keeping and filing techniques;  
Correct English usage, grammar, spelling, punctuation, and vocabulary;  
Operation of a computer and assigned software including databases, web, spreadsheet, and word processing systems;  
Oral and written communication skills;  
Interpersonal skills using tact, patience, and courtesy;  
Organizational operations, policies, and objectives;  
Applicable laws, codes, regulations, policies, and procedures;  
Budgeting practices regarding monitoring and control;  
Methods of collecting and organizing data and information;  
Business letter and report writing, editing and proofreading; and  
Basic public relations techniques.

**ABILITY TO:**

Provide support to the Special Education department;  
Maintain and update web-based IEP and County databases;  
Provide administrative support to departmental staff;  
Answer telephones and greet the public courteously;  
Type or input data at an acceptable rate of speed;  
Operate a variety of office equipment including a computer and assigned software;  
Understand and follow oral and written directions;  
Establish and maintain cooperative and effective working relationships with others;  
Communicate effectively both orally and in writing;  
Complete work with many interruptions;  
Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent or designee of a variety of administrative details;  
Interpret, apply and explain laws, codes, rules, regulations, policies, and procedures;  
Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator;  
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter;  
Maintain a variety of complex and confidential files and records;  
Assure efficient and timely completion of office and program projects and activities;  
Understand and resolve issues, complaints or problems;  
Analyze situations accurately and adopt an effective course of action;  
Work independently with little direction;  
Work confidentially with discretion; and  
Maintain regular attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of increasingly responsible

clerical or secretarial experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Visual ability to read handwritten or typed documents and, the display screen of various office equipment and machines;

Ability to conduct a verbal conversation in English;

Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk;

Sit for sustained periods of time;

Climb stairs, steps, and step ladders;

Lift up to 20 pounds;

Carry up to 20 pounds;

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and

Conduct frequent repetitive arm, hand and body motion.

Range 723

**Disaster Service Worker**

*CA Government Code 3100.* It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in the protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

\*Board Approved 12.10.18