

## **ANALYST-SPECIAL EDUCATION**

### **DEFINITION:**

**Under the supervision of the Executive Director-Special Education, performs a variety of complex and professional functions for the Special Education program; performs duties in the planning and organization of Special Education budget development; coordinates and provides support for California Special Education Management Information System Software (CASEMIS), Special Education Information Systems (SEIS) and related technologies; prepares and maintains a variety of manual and automated records and reports related to special education activities and assigned duties and inputs a variety of Special Education data in an assigned system.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

- **Performs a variety of complex and professional functions for the Special Education program and**

