



SPECIALISTSTUDENT INFORMATION SYSTEMS-SPECIAL EDUCATION

DEFINITION:

Under the supervision of the Special Education administrative team, performs complex record analysis activities relative to the Special Education Department's student information systems; perform functions related to student search queries, user permission administration, document management, state reporting and user support; performs a variety of technical duties in the management of the Special Education Information System (SEIS) and related student information databases; prepares and maintains manual and automated records and assures accuracy of input and output data.

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

- Supports Special Education and District staff users of the student information system, including help desk duties, creation and maintenance of help documents, and training videos.

- Ensures student data is correct and in compliance with the California Department of Education and Federal requirements.

- Responsible for timely and accurate state special education reporting.

- Develops and maintains a regular schedule of searches related to ensuring accurate Special Education records and data.

- Receives, compiles and verifies a variety of information; prepares and maintains a variety of confidential manual and automated records related to special education students.

- Develops spreadsheets; compiles, records and reports data, initiates queries and generates a

- variety of mandated and requested computerized reports according to established procedures .7 (g)P 9.229 0 Td (

 - District procedures, rules and regulations concerning Special Education programs.

 - Applicable sections of the State Education Code and other applicable laws.

 - Special Education Information System (SEIS).

 - Methods of collecting and organizing data and information.

 - Correct English usage, punctuation, spelling and grammar.

 - Statistical record -keeping and report -writing techniques.

 - Reporting procedures, record keeping, and report generation

 - Current methods, practices, and procedures involving the use of network and computer

 - Maintain confidentiality of student information.

 - Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Verify accuracy of data input and output.

Type or input data at an acceptable rate of speed.

Communicate effectively both orally and in writing.

Create and maintain databases for information and analysis.

Install software and provide instruction on its usage

Learn and effectively use network and systems hardware/software specific to District needs .

Read, comprehend, and apply complex instructions and technical literature .