

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

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JD 4200.1

#### Special Education Data Technician

##### Definition

Under the direction of the Executive Director of Pupil Personnel Services, oversee, coordinate, organize, and monitor special education records, data base management, and administrative duties in the Special Education Department supporting special education, serve as a liaison between staff, parents, District Personnel, NCCSE and the community; provide information regarding District procedures; create, process, and organize a variety of records, documents and forms, enter a variety of data into assigned computer systems.

##### Responsible to

Executive Director of Pupil Personnel Services

##### Examples of Duties

1. Receive, respond to or route inquiries from staff, parents and the community regarding the special education program; compose, type, and edit letters to parents, staff, and agencies pertaining to special education.
2. Receive and coordinates requests for referrals for testing/evaluations, therapy and related services for students for psychological, OT, PT, APE, and speech/language services.
3. Maintain student records and produce reports for District Departments, SELPA and county agencies pertaining to ethnicity, disabilities, and alternative testing, including IEP, and CASEMIS to comply with state requirements.
4. Enter and monitor IEP information into Special Education Information System/CALPAD/SIS.
5. Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
6. Prepare and type letters, memoranda, forms, records, reports, bulletins, handbooks, questionnaires, requisitions, and documents; compose email correspondence independently.
7. Update Special Education class lists, including maintaining annual and triennial assessment due dates; maintain and report various descriptions of disabling conditions and reports to various agencies.
8. Coordinate Special Education transportation services with Transportation Department.
9. Serve as district SEIS Program Manager. Support and train teachers in navigating through the Special Education Information System (SEIS) and how to maintain student records in the system on a daily basis.
10. Extended school year responsibilities: coordinate with ESY principal to prepare class lists, prepare letters to parents, prepare and distribute class assignments.
11. Coordinate Extended School Year (ESY) enrollments.

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12. Monitor a variety of activities and compile data from a variety of sources on behalf of the Special Education department, for the purpose of achieving goals and meeting target dates in compliance with legal and/or administrative requirements.
13. Coordinate exchange of records of students who have moved between school sited and/or district; audit records for special education services; make appropriate changes to student records to reflect additions, exits, transfers and transitions.
14. Register Pre-K students who are in the process of assessment.
15. Complete and submit Exceptional Family Members Program (EFMP) Forms.
16. Perform other related duties as assigned.

### **Qualifications Guide**

#### **Knowledge of:**

1. Special Education laws, codes, regulations, terminology, practices and procedures.
2. Modern office practices, procedures and equipment
3. Record-keeping and filing techniques, filing and information management systems.
4. Computer operations and related software applications.
5. Correct English usage, grammar, spelling, punctuation and vocabulary.
6. Telephone techniques and etiquette.
7. Oral and written communication skills.
8. Interpersonal skills using tact, patience, and courtesy.
9. Data management, storage, and retrieval systems.
10. District organization, operations, policies and objectives related to assigned function.

#### **Ability to:**

1. Effectively plan, organize, prioritize and complete multiple tasks within reasonable time limits.
2. Perform duties effectively with many demands on time and constant interruptions.
3. Maintain records and prepare reports.
4. Serve as a liaison between students, staff, parents, District personnel and the community.
5. Learn, in a short amount of time, District organization, operations, policies and objectives.
6. Establish and maintain effective working relationships with others.
7. Answer telephones and greet the public pleasantly, tactfully, and courteously.
8. Work confidentially with discretion.

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#### **Training and Experience**

Any combination equivalent to graduation from high school and three years increasingly responsible and varied special education data experience. Bilingual preferred (Spanish).

#### **Working Conditions**

##### **Environment:**

1. Office Environment
2. Constant Interruptions

##### **Physical Demands:**

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Hearing and speaking to exchange information in person and on the telephone.
3. Sitting for extended periods of time.
4. Seeing to read a variety of materials.
5. Bending at the waist, kneeling or crouching to file materials.
6. Reaching overhead, above the shoulders and horizontally.

Job Description Adopted: June 21, 2021