

## **UNION SCHOOL DISTRICT**

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

#### **BASIC FUNCTION:**

Under the direction of an Assistant Superintendent and or Director, perform a variety of support duties in the Special Education department; assure the web-based IEP program and the County database remain current; answer phones and greet and assist students, parents, staff and visitors.

#### **REPRESENTATIVE DUTIES:**

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

Perform a variety of support duties in the Special Education department including typing, filing, duplicating and distributing forms, files and other materials; provide administrative support to departmental staff.

Assure the web-based IEP program and the County database remain current; provide access to the web site for teachers and students according to established procedures; respond to questions as needed; assure databases are in sync.

Review IEPs for compliance with State-mandated pupil counts; update IEPs as needed.

Input data into other assigned computer systems; maintain automated records; generate computerized lists and reports as requested.

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.

Duplicate student files moving in or out of the District; duplicate registration packets as needed; prepare inter- and intra-district transfer documentation and forms and submit to the County Office.

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

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

Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.

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.

Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.

Arrange and attend meetings as assigned.

Attend mandatory trainings as required by the position.

**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; and  
Interpersonal skills using tact, patience and courtesy.

**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;  
Receive, sort and distribute mail; 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 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, shoulder extension and flexion, elbow flexion and extension, 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.

**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 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.