

**Corning Union High School District
Job Description**

JOB TITLE: Special Education Data Technician

Salary Range: 23

DEPT./FAMILY: Administrative Assistant

**Immediate
Supervisor:**

**Assc. Principal -
Special Ed**

Approved By:

Board of Trustees

DEFINITION:

Under direct supervision of the Associate Principal overseeing Special Education, performs complex and responsible data recording, monitoring, and input to meet student data reporting requirements for special needs students. Maintain statistical records used in determining district revenue generation and perform related duties as assigned. Perform various office tasks to support the operations of the site, including organizing, coordinating, and arranging for substitute coverages for certificated staff. Frequent use of independent judgement in the performance of work.

ESSENTIAL FUNCTIONS:

- Provide a variety of complex, confidential and responsible administrative duties for the Special Education staff
- Maintain District Special Education Student Information System (SEIS), keeping records compliant and up to date
- Review all SEIS information for the District and provide support for district case managers
- Generates special education reports as requested
- Set up and maintain confidential student files
- Collect and produce student data reports as requested
- Monitor and provide reports regarding IEP schedules, compliance issues and notifications
- Use the district absence management system to assign period coverages as needed for absent teachers
- Utilize the district absence management system to arrange for full day subs for absent teachers.
- Other administrative assistant tasks as assigned

ENVIRONMENT:

- Office environment, subject to constant interruptions

PHYSICAL REQUIREMENTS:

- Dexterity of hands and fingers to operate a computer and office equipment,

sitting or standing for extended periods of time, walking to various sites at the assigned school, kneeling and bending, reaching horizontally and overhead to retrieve and maintain files and to store supplies and records, lifting and carrying objects weighing up to 30 pounds, and hearing and speaking to exchange information in person and on the phone.

REPRESENTATIVE DUTIES:

- Assist staff members in use of student information software
- Attend various meetings and trainings
- Serve as assistant to administration with assignments and projects
- Greet and assist incoming parents, student, public and staff
- Attend IEP meetings and enter information in SEIS

KNOWLEDGE, ABILITIES AND SKILLS:

- Modern office methods and procedures, including the use of computerized systems and software
- Modern office equipment and communications systems
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to Special Education
- Work independently with minimal supervision
- Speak, read write and communicate effectively
- Plan and organize work to meet schedules and deadlines
- Prepare and maintain accurate and complete records
- Understand and follow oral and written instructions
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work

QUALIFICATIONS:

- High School diploma or equivalent required; some college /technical preparation desirable.
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Minimum 2 years of experience working with special education students/families in a school setting
- Demonstrated clerical and computer experience

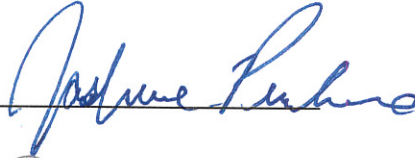
LICENSE OR CERTIFICATE REQUIREMENTS:

- Possess a valid California Class C driver's license.

Signature Page

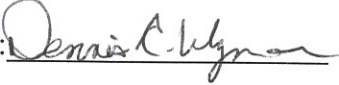
CUHS ESP:

Joshua Perkins:



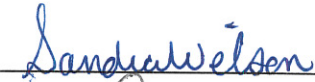
Date: 10/27/20

Dennis Wyman:



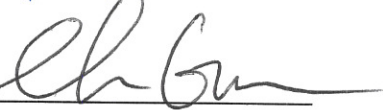
Date: 10/27/2020

Sandra Wilson:



Date: 10/27/20

Chris Gonias:



Date: 10/27/2020

District:

District Superintendent:



Date: 10/28/20