

SANTA CRUZ COUNTY OFFICE OF EDUCATION
STUDENT DATA SPECIALIST II, SPECIAL EDUCATION

DEFINITION

Under supervision, perform a variety of administrative duties in the management of data for the Santa Cruz County Office of Education (COE) Special Education's student programs; provide specialized assistance and technical expertise in the development, implementation and operation of the computerized Special Education Information System (SEIS), Power School, CALPADS, or equivalents; provide training and technical support to administrators, teachers, psychologists, case managers and service providers; and act as a resource for the overall operation of computerized record keeping systems for local, state and federal reporting of educational programs. Provide general information and assistance to faculty, staff and the general public.

SUPERVISION EXERCISED

May exercise functional and technical oversight over lower-level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform responsible clerical and technical work involving the use of independent judgement and personal initiative without the immediate supervision of the assigned administrator; independently respond to routine letters and general correspondence; develop forms; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Operate a networked computer and peripherals in the maintenance of confidential student records and statistical reports. LEA Certifier for Special Education and Alternative Education IEP CALPADS reporting.

Provide specialized assistance and support in the operation of a computerized Special Education Information System (SEIS), Power School, or equivalents for record keeping and reporting; prepare program status reports as required.

Monitor and report issues that negatively impact the required reporting needs of local, state and federal agencies.

Recommend programming modifications to meet changing reporting requirements.

Collect, code, enter, update, maintain, and disseminate statistical information on special education students.

Retrieve and organize data for the compilation of departmental, regional, state, and federal reports as requested.

Receive, screen and process all referrals to the County Office of Education from school districts and licensed children's institutions (LCIs).

Date and record incoming student referrals and examine information received, ensuring that all required documents and forms have been included; contact district personnel to request missing information required for processing paperwork.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Determine and record assessments and IEP due dates in compliance with state Education Code requirements.

Route referrals to appropriate administrators for student assessment and/or placement; monitor status and progress of referrals; attend and provide student information for weekly meetings with administrators and case managers in the facilitation of student placements.

Provide training and technical support to administrators, teachers, psychologists, case managers and service providers.

Work closely with local school district transportation coordinators to ensure safe and timely transportation of Special Education students. This include providing bell time information, site calendars and site class lists to various district transportation coordinators. Act as primary liaison between district transportation coordinators, Special Education classroom staff, in developing safe drop off and pick up policies and procedures for students. Ensuring that parents are receiving accurate information regarding transportation schedules.

Provide a full range of support to case managers and nurses, including but not limited to developing agendas, taking and preparing minutes; scheduling meetings; reserving conference rooms; contacting meeting participants; scheduling bilingual translators for IEP meetings; and developing reports.

Disseminate state test results to districts, parents and teachers.

As CAASPP testing and accountability LEA coordinator for Special Education, annually upload all pertinent information regarding accommodations and modifications individually for each student into the TOMS data base. Annually upload all teacher and staff information. Provide teachers and other test site coordinators with user accounts and training access for on-line testing. Provide teachers with technical support when testing issues arise. Work closely with the Santa Cruz COE's technology department to ensure that teachers have working chromebooks to access CAASPP tests. Disseminate results of CAASPP tests to parents, teachers, districts and case managers.

Input data and prepare student registration, attendance and grade reports.

Create and maintain student attendance rosters; provide training and support to staff. Report student attendance to the state via SAS (student absence summary) and upload CALPADS for end-of-year certification.

Review, complete, code and file Student Information Forms for each new and/or discharged student; set up and maintain confidential records and reports for students.

Mail letters of acceptance and required forms to parents regarding placement determinations; notify referring district of status.

Input and maintain student incident reports and suspension data.

Represent the Special Education Department at selected meetings and in-services upon request.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Serve as resource information source to districts regarding status of students.

Formalize scheduling of student IEP meetings; ensure appropriate parent, staff, and agency notification is completed.

Maintain confidentiality of information.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, methods, techniques, procedures, and practices of modern computerized systems.

Modern office procedures, methods, and equipment including computer equipment.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of business letter writing and other formal written communication.

Word processing methods, techniques, and programs including spreadsheets and data base applications.

Practices used in preparing and taking minutes.

Principles and procedures of data collection, record keeping and report preparation.

Principles, techniques, and etiquette used in dealing with the public.

Mathematical principles.

Skill and Ability to:

Operate modern office equipment including computer equipment and applicable software programs.

Type and enter data at a speed necessary for successful job performance.

Learn the procedures, functions, and limitations of assigned duties.

Learn, interpret, and apply pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Understand the organization and operation of the assigned department of the County Office necessary to assume assigned responsibilities.

Compile and tabulate data and information and prepare summaries and reports.

Plan and organize work to meet schedules and timelines.

Skill and Ability to (continued):

Perform mathematical computations quickly and accurately.

Work under limited supervision within a framework of standard policies and procedures.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the twelfth grade or equivalent. Formal or informal specialized training in computer program usage and technology.

Experience:

Three years of experience in computer program usage, terminology, and record keeping.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance preferred.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended period of time; dexterity of hands and fingers to operate a computer and sustain repetitive motion of wrists and hands for intervals of time, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

SPECIAL REQUIREMENTS (CONTINUED)

Ability to work in a standard office environment with the ability to travel to different sites and locations.

Approval Date: June, 1994.

Revised and Retitled/Approval Date: June, 2011 (Previously title: Pupil Data Specialist)

Revised Approval Date: June 2020