

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Program Records Technician, Special Education	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9680	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Special Education	<b>SALARY:</b>	Range 45 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	09-15-05
		<b>HR REVISION:</b>	04-27-12
		<b>HR REVISION:</b>	08-10-12

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**BASIC FUNCTION:**

Perform a variety of diverse, specialized technical and clerical duties in support of the Special Education Department; gather, verify, and input data into the Special Education Assessment System (SEAS) software that supports the Management Information System (MIS); provide information and assistance to staff regarding Individual Education Plan (IEP) and compliance issues.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Receive a variety of prepared and original source documents from special education school sites and central office staff for processing, such as IEP and Student Projection forms; check documents for accuracy, completeness, and for conformance to established procedures before entering data into MIS special education database; contact appropriate staff regarding non-compliant timelines. **E**

Generate a wide variety of active and inactive student class rosters and alphabetical lists to check for enrollment accuracy; access the special education database and/or student file system to determine student status, provide information to staff, and download student demographics; enter non-public student demographics. **E**

Prepare placement letters notifying parents of their child's placement for the new school year; prepare the fall semester master schedule list of special education students for Transportation Services. **E**

Compile data to generate monthly reports to track special education students; maintain separate databases to track inactive students and interim students new to the district. **E**

Assist in monitoring IEP meeting timelines and other compliance issues; print IEP forms for teachers to complete within the federal and state timelines to ensure funding and other special education entitlements. **E**

Prepare and store documents using modern office equipment and technology including computers, scanners, copiers, and electronic storage devices; understand indexing parameters and procedures. **E**

Assist with electronic document imaging of special education student records; prepare documents for imaging and electronically scan; assist in the maintenance of confidential student records that serve as a basis for reimbursement of costs. **E**

Troubleshoot and provide computer assistance to staff on software applications; provide training and support to other departments who access and utilize the special education software. **E**

Provide information and assistance in person and on the telephone to district personnel, staff, parents, and public agencies regarding special education rules, requirements, policies, and procedures; lift light objects. **E**

Attend meetings held by the California Department of Education regarding new state mandate changes in the California Special Education Management Information System; assist in determining how changes will affect the department in terms of staff training, data collection, work screens, and form revisions. **E**

Operate a computer and scanner to input, output, scan, update, and access a variety of records and information; generate reports, queries, records, lists, and summaries from computer database; upload data onto the district server so special education records are current; assist with uploading special education forms to the intranet. **E**

Maintain technical expertise in the application software that supports the special education MIS; assist with department MIS projects and procedures. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide excellent customer service by establishing positive relationships with district staff; respond to phone calls, emails, letters, and other communication. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings, and supporting the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and three years of increasingly responsible clerical experience, including one year in an educational setting.

#### **LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

Keyboarding .....	50 Correct WPM
Word.....	75% Overall Score
Excel / Access .....	75% Overall Score

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Special Education Department policies, procedures, and terminology.

Management information system.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

Operation of a computer, related software, databases, and data entry techniques.

Paperless electronic filing system.

Technical aspects of field of specialty.

Current office practices, procedures, equipment, and technology.

Record-keeping techniques.

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

Oral and written communication skills.

Health and safety regulations.

Interpersonal skills using tact, patience, and courtesy.

Telephone techniques and etiquette.

**ABILITY TO:**

- Perform the basic function of the position.
- Monitor state and federal timelines to ensure funding and other special education entitlements.
- Interpret and explain rules, regulations, policies, and procedures related to special education.
- Maintain confidential student records, and prepare comprehensive reports.
- Meet schedules and timelines.
- Work independently with little direction.
- Operate a computer, related software, and databases.
- Lift light objects according to safety regulations.
- Handle multiple tasks, and complete work with many interruptions.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view computer monitor; lift light objects.

**APPROVALS:**

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Jess Serna, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date