SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Special Education Applications Specialist	**CLASSIFICATION:**	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	**FLSA:**	Non-Exempt
JOB CLASS CODE:	9674	**WORK YEAR:**	12 Months
DEPARTMENT:	Special Education	**SALARY:**	Range 55 Salary Schedule C
REPORTS TO:	Assigned Supervisor	**BOARD APPROVAL:** **HR REVISION:**	06-17-04 04-27-12

BASIC FUNCTION:

Perform difficult and complex technical duties related to the analysis, development, implementation, testing, and maintenance of the special education department databases; make modifications to special education database software as necessary; ensure application system quality through compliance with various district, state, and federal technical standards and/or requirements.

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.)

Maintain department database software for storage of electronic special education student records; oversee the creation and maintenance of the department's electronic filing system; maintain and update out-of-district special education placements; purge files of inactive cases. **E**

Develop, prepare, and audit a variety of reports, records, and statistical data regarding Special Education Local Plan Administrator (SELPA) activities and student enrollment. **E**

Collect, compile, and manage data for department, district, state, or federal reports; monitor the timelines for all federal and state reports; maintain confidential records that serve as a basis for reimbursement of costs for the department. **E**

Act as a liaison with other State of California SELPA's regarding California Special Education Management Information System (CASEMIS) reporting and other data information. **E**

Maintain and update Management Information System Procedural Handbook, charts, and tables; perform necessary back-ups of the department's special education student data files. **E**

Oversee and review input to department databases, and train data entry staff; receive documents from special education school sites and central office staff for processing; code and check source documents for accuracy, completeness, and for compliance with department, district, state, and federal procedures. **E**

Create, maintain, and update management information system coding tables; assist in solving data processing problems; provide training to staff on forms and procedures. **E**

Coordinate computer technology needs, and act as a liaison between the Special Education Department, Technology Services Department, and outside vendors. **E**

Assist in the identification of areas that may benefit from improvement; perform part of the analysis to develop improvement strategies, and then implement part of those strategies in a team environment. **E**

Extract data from the department database, highlight trends/changes, and provide information to the administrator and programs specialists to determine action. **E**

Assist in the installation and maintenance of the special education microcomputers and terminals, including peripherals and software installation; plan system installations, and recommend equipment replacement and purchases; lift light objects; operate a vehicle to conduct work. **E**

Perform various end-user support activities that may include providing up-to-date information to the end-user on the effective use of computer resources and training users on standard software applications. **E**

Serve as the point of contact for Special Education Department staff that need assistance with their desktop computer or related hardware and software; troubleshoot and resolve the most common technical problems; dispatch Technology Services staff if the problem requires a more advanced knowledge of a particular area. **E**

Develop and maintain technical expertise in the application software that supports the special education management information system. **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**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, with coursework in information systems or computer science, and four years experience in special education, business accounting practices, attendance accounting, and database system management, including one year of experience in completing statistical federal and state reports.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license, and provide proof of insurance. Overall scores in computer software testing program preferred as follows:

    Keyboarding........................55 Correct WPM
    Windows ....80% Overall Score
    Word...............................80% Overall Score
    Excel or Access...............80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Management information systems.
Problem-solving skills.
Operation of a computer, related software, and standard office equipment
Operating systems, networks, databases.
Methodologies for managing technical change on a proactive basis.
Standard practices, materials, and tools used in the installation of computers and related equipment.
Concepts involved in data processing.
SELPA policies in accordance with state law.
State and federal special education funding.

Record-keeping techniques.
Principles and practices of providing work direction and guidance to others.
Oral and written communication skills.
Technical aspects of field of specialty.
Health and safety regulations.

ABILITY TO:
Perform the basic function of the position.
Use office automation tools, such as packages for word processing, spreadsheet, database, presentation, and communications.
Test and analyze database software.
Prepare federal and state reports.
Perform responsible analysis without supervision.
Operate a computer, related software, and standard office equipment.
Provide computer training, work direction, and guidance to others.
Research new technology.
Work independently with little direction.
Learn and assimilate new programs or procedures, and analyze their value to the department.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Lift light objects according to safety regulations.
Effectively work with department, central office, and site personnel.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Office environment; drive a vehicle to conduct work.

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 or hook up computers; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.