

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Special Education Legal Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9628	WORK YEAR:	12 Months
DEPARTMENT:	Special Education	SALARY:	Range 47 Salary Schedule C
REPORTS TO:	Director, Special Education	HR APPROVAL: HR REVISION:	03-21-11

BASIC FUNCTION:

Perform diverse, complex technical and administrative support duties related to the scheduling of resolution sessions, mediation, compliance proceedings, and due process hearings; monitor and ensure compliance with timelines.

DISTINGUISHING CHARACTERISTICS:

The Special Education Legal Technician position requires: specialized knowledge of state and federal laws regarding Special Education and Section 504; the ability to work independently; the utilization of independent judgment; frequent and responsible public contact.

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.)

Work independently on behalf of Special Education Local Plan Administrator (SELPA) Director/Special Education Director to communicate with district staff, parents, community, state agencies, and Office of Administrative Hearings; monitor and ensure compliance with state and federal laws relating to students with disabilities. **E**

Assume confidential role as administrative support to SELPA Director/Special Education Director; receive and hold confidential and discrete information pertaining to personnel, funding, and programs. **E**

Work as a direct liaison to the Office of Administrative Hearings in the scheduling of resolution sessions, mediation, compliance proceedings, and due process hearings; maintain confidentiality of privileged and sensitive information; maintain database of timelines to ensure compliance with state and federal law regarding Special Education and Section 504 issues. **E**

Process complex paperwork related to data and reporting within SELPA/District Special Education Department; process a variety of state and federal forms, reports, and program applications pertinent to the Special Education Program. **E**

Support the implementation of district initiatives; assist staff in long and short-range planning and scheduling; attend meetings, and prepare minutes and summaries of action taken. **E**

Independently respond to requests for information regarding district programs, policies, procedures, and regulations; receive complaints, and respond according to established procedures and guidelines. **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**

Research, compile, and provide information from a variety of sources; communicate with other agencies or departments to provide or obtain information. **E**

Transmit confidential or sensitive information as appropriate; maintain confidentiality of information and records. **E**

Disseminate information to administration, staff, parents, and organizations that increase effective practices and communication; interpret and apply rules and regulations as appropriate; and resolve issues; schedule meetings, conferences, workshops, and appointments; maintain calendar; arrange travel accommodations. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; may operate a scanner; operate standard office equipment. **E**

Monitor and maintain office or program budgets according to established guidelines; order supplies and materials as assigned, and maintain inventory; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of secretarial experience including one year in an educational environment.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

- Keyboarding.....55 Correct WPM
- Word.....80% Overall Score
- Excel.....80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District policies, procedures, and terminology.
- Applicable sections of State Education Code, and state, federal, and other applicable laws including policies related to students.
- Accurate record-keeping techniques and filing systems.
- Operation of a computer, scanner, related software, and standard office equipment.
- Query statements, database programs, etc.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Report writing methods and techniques.
- Current office practices, procedures, and equipment.
- Oral and written English communication skills.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Operate a computer, scanner, related software, and standard office equipment.
- Research, compile, and verify data, maintain records, and prepare reports.
- Compose correspondence and written materials independently.
- Work in a fast paced, "tight timeline atmosphere.
- Exercise excellent judgment regarding documentation and confidentiality.
- Work independently with little direction to meet schedules and timelines.
- Lift light objects according to safety regulations.

Communicate effectively in English, both orally and in writing.
 Understand and follow oral and written directions in English.
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
 Complete work with many interruptions, and meet schedules and timelines.
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.
 Establish and maintain cooperative and effective working relationships with others.
 Work confidentially with discretion.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
 Office environment; constant interruptions.

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

SAMPLE HAZARD:
 Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Robert R. Garcia, Chief Human Resource Services Officer

Date

Jonathan P. Raymond, Superintendent

Date