

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

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<b>TITLE:</b>	Special Education Program Technician	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9676	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Special Education	<b>SALARY:</b>	Range 48 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	06-17-04
		<b>HR REVISION:</b>	04-27-12

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**BASIC FUNCTION:**

Perform diverse, specialized duties related to salary and budget processes for special education, and provide information related to the availability and appropriateness of funding sources.

**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.)**

Perform diverse, specialized duties related to salary and budget processes including development of personnel authorization records, salary computation, and documents for budgetary control purposes of all certificated and classified positions funded through the state and federal government. **E**

Coordinate with department administrator and supervisor to establish annual budget projections and expenditures, including federal and state grant awards; assist with the preparation of federal and state grant reports; provide technical assistance in the development of budget requests. **E**

Monitor the special education budget to assure proper expenditures; communicate with other departments to resolve problems and discrepancies; respond to questions, and provide detailed instructions on requests for budget information, funding sources, and procedures and policies for purchase of materials. **E**

Prepare personnel and financial reports as directed; enter budget codes on all requisitions for positions to be funded through special education funds; check budget reports for possible budget code errors by funding source. **E**

Process, input, and apply approvals of documents including requisitions and budget transfers; determine documents requiring approval, review for accuracy and completeness, process approval, review file to confirm approval accepted. **E**

Examine requests for equipment, supplies, maintenance costs, or other administrative expenses, research the price of equipment and services with outside vendors, and initiate all requests on the district financial system; maintain department petty cash fund. **E**

Process special education personnel requisitions; provide statistical information on new or existing personnel; request information as needed; obtain appropriate signatures; compute taxes, fringe benefits, salary, and other required information. **E**

Monitor grant budgets and financial reporting requirements, produce monthly departmental budgets, and assure other special education financial compliance responsibilities. **E**

Process travel and mileage forms; confirm estimated costs, compile program and departmental budget projects, and determine appropriate claim and applicable funding sources; obtain necessary approvals; refer to appropriate department for processing. **E**

Perform technical work requiring thorough knowledge of departmental policies and procedures; handle unusual or difficult problems referred by administrators and/or department staff. **E**

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

Maintain spreadsheets for budgets; initiate all financial reports necessary for applications for various grants, contracts, and programs; verify that proposed expenditures meet guidelines of grants or contracts; maintain grant files and records. **E**

Monitor special education student attendance in non-public schools; track unexcused and excused absence notes and documentation according to Board Policy; maintain non-public school attendance spreadsheet, and prepare monthly absence report. **E**

Communicate and conduct school site visitations to provide information related to the availability and appropriateness of budget/grant funding sources. **E**

Compose memos, letters, or other materials, working independently; operate a variety of office equipment; operate a vehicle to conduct work; lift light objects. **E**

Process employee absence reports; track and maintain sick leave and vacation time balances for the department; process per diem time reports. **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: graduation from high school, and four years experience in budget development, financial, or accounting in a medium to large organization, preferably a California School District or County Office of Education.

**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
- Word.....80% Overall Score
- Excel.....80% Overall Score
- General Accounting.....80% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Methods and practices of budgetary and financial record keeping.
- General accounting and governmental principles and procedures.
- Basic research methods.
- District policies and procedures related to assigned function.
- Applicable sections of State Education Code and other state and federal laws.
- Operation of a computer, related software, and standard office equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.  
Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Learn complex state and federal laws.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain records and prepare reports.
- Perform computational task with speed and accuracy.
- Operate a computer, related software, and standard office equipment.
- Understand and carry out complex oral and written instructions.
- 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.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Work independently with little direction.
- Complete work with many interruptions.
- Lift light objects according to safety regulations.
- 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; constant interruptions; 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; 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.

**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