

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

DATA TECHNICIAN
CSEA

DEFINITION OF POSITION

Under general direction from the Director of Special Education, acts as a liaison between schools and the district office concerning student data reporting requirements and special education compliance issues. Conducts statistical analysis analyses and prepares summary displays of data associated with program evaluation. Collect, records and monitors required information to accurately complete State and Federal requirements for special education student pupil counts by establishing and maintaining a computerized statistical database, categorical record-keeping system; establishes and maintains a variety of spreadsheet files on a computer (i.e. utilizing a variety of software); conducts analyses of student data; prepares complex narrative and statistical reports. Serves as a resource to Special Education staff and performs related work as required.

EXAMPLES OF DUTIES

The following are typical duties and responsibilities for positions in this classification. Any single position may or may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Organizes and performs a variety of technical and clerical duties in support of the day-to-day operations of the Special Education student program as outlined by District, SELPA, and State/Federal guidelines.
- Utilizes various automated systems, i.e. SEIS, PowerSchool, and other systems for the purpose of entering, and maintaining Special Education records.
- Interacts with administrators, teachers, families, and others in order to answer questions, provide support, and provide information related to Special Education services.
- Ability to train teachers and other personnel on technical software used by the department.
- Provides technical information, resources, and interpretation related to program and activities.
- Maintains the SELPA manager database system, SEIS, related to student record-keeping for Special Education students.
- Enter students' Individualized Education Plan (IEP) into the SELPA manager database system, SEIS, ensuring compliance with current State/Federal guidelines.
- In order to monitor State/Federal Special Education requirements, producing and maintaining a list of students per caseload manager with IEPs, designating IEPs and evaluations that are due and providing the information to the appropriate Program Specialist, Principal or Teacher(s).
- Provide technical assistance in data gathering, statistical analyses, and displays of data.
- Through transactional reporting in SEIS, maintains accurate data transfer to State for reporting cycles, working with Director, Program Specialist, and Teachers in submitting error free data for district certification from State.
- Researches, examines, and prepares Special Education reports involving demographic data, such as trends and enrollment projections.
- Contacts others to give and secure necessary information.
- Composes correspondence on a wide range of subjects for acquiring knowledge of District, State and Federal Special Education policies and procedures.
- Provides training and work direction to support personnel as required. Assists with

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

in-service training activities as directed.

- Processes administrative details not requiring immediate attention of the administrator.
- Maintains regular and prompt attendance in the workplace.
- Maintains the confidentiality of confidential and privileged information.
- Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- General terms, procedures and practices used in research data collection and presentations.
- Establishing and maintaining a variety of records.
- Modern office methods and practices, including filing systems, computer data input retrieval, receptionist and telephone techniques, and letter and report writing.
- Correct English usage, punctuation, spelling, and grammar

Ability to:

- Work independently on assigned projects.
- Collect, validate, and analyze data, drawing logical conclusions and making recommendations.
- Read, interpret, and apply provisions of Federal, State and local regulations and statuses applicable to Special Education and student attendance.
- Participate effectively in meetings.
- Speak and write clearly and concisely.
- Perform highly skilled clerical work.
- Plan and organize work and reschedule work due to shifting priorities.
- Utilize a computer and related software, including student information document format/templates, correspondence, charts, and spreadsheets.
- Maintain complex records and files.
- Establish and maintain cooperative working relationships.
- Learn office automation applications and skills.
- Ability to integrate statistical information into a database management system.
- Understand and work within the scope of authority.
- Organize diverse data and prepare clear, concise, and accurate statistical reports utilizing spreadsheet software and other software specific to student testing/evaluation process.

EXPERIENCE/EDUCATION

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, demonstrated knowledge and skill and the application of data compilation and analysis, and two years of increasingly responsible clerical/secretarial experience, preferably with a school district or similar public entity. Bilingual desired, but not required.

PHYSICAL ABILITIES

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. While performing the duties of this job, the employee is regularly required to:

- Perform repetitive hand or body motions.
- Walking, sitting or standing for extended periods of time.

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

- Bending at the waist, kneeling or crouching to store and/or retrieve files.
- Pushing, pulling, lifting and carrying supplies and equipment. Reaching overhead and above shoulders.
- The employee must occasionally lift and move and / or move up to 25 lbs.
- Specific vision abilities required by this table include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work within an environment characterized by frequent interruptions and minimal supervision.
- Perform all duties with minimal supervision and in a timely and organized manner.
- Understand concerns of students, staff and parents.

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Obtain basic first aid and CPR certifications

BOT 1/17/2023