

# CENTRAL SCHOOL DISTRICT

**Job Title:** Special Education/Pupil Personnel Technician      **Occupational Group:** Clerical

**Reports to:** Director of Special Education and  
Pupil Personnel Services

**Pay Range:** 21

**Date of Board Approval:** 7/18/2021

**Work Year:** 12 months

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## **DEFINITION**

Under the direction of the Director of Special Education and Pupil Personnel Services, perform a wide variety of specialized work of a technical, clerical and confidential nature related to functions designed to support the Special Education office; serve as a support to administrator, input computer data, maintain a variety of student personnel records and files; and perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education/Certification:**

- High school diploma or equivalent, including or supplemented by coursework in typing, record management, and general office practices and procedures.
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date

### **Experience:**

- Two years of experience related to general office duties and computer-based clerical functions.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Principles, procedures, methods, techniques and operations of an administrator's office; modern office practices and equipment, including automated data management, storage and retrieval systems; special education laws and regulations; Medi-Cal Billing; proper English usage, spelling, punctuation, grammar and report formatting; recording keeping techniques, filing systems and information management; communication techniques, strategies and procedures.

#### **Ability to:**

Coordinate, organize and schedule clerical functions and activities; maintain security of confidential information; compile and prepare accurate and comprehensive reports; establish and maintain data management, storage, and retrieval systems; establish and maintain a variety of complex, confidential files and records; perform duties effectively with constant interruptions; establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students and parents; communicate effectively with district employees and public; understand and carry out oral and written directions; make mathematical calculations with speed and accuracy; operate a variety of office equipment such as computer, copiers and others, as required by the position; ability to type accurately and proficiently; provide positive customer service; be flexible, problem solve and adjust assignments on short notice.

**ESSENTIAL & REPRESENTATIVE DUTIES** – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties.

1. Establish and maintain complex and confidential database of student personnel files and records. **E**
2. Request and review information and data, compile accurate and comprehensive reports and surveys. **E**

## **Special Education Technician**

### **page 2**

3. Input data into a data processing information, storage, and retrieval system, and prepare output reports as necessary. **E**
4. Prepare, maintain and monitor Individual Education Plan (IEP) related documents for identified students. **E**
5. Review, report and bill for Medi-Cal and submit reports as required. **E**
6. Assist families with subsidized health insurance applications.
7. Collect and review for completeness Inter- and Intra-district agreements. **E**
8. Collect, prepare and process all necessary information for student expulsion files. **E**
9. Act as liaison for Community Day School; monitor attendance, referral packets, progress reports and state testing. **E**
10. Receive, review, and monitor district School Attendance Review Board (SARB) referrals. **E**
11. Prepare for the Special Education and Pupil Personnel office correspondence, memoranda, reports and a variety of other communicative subject matter that may include confidential material. **E**
12. Prepare materials such as letters, memoranda, bulletins or reports on a computer. **E**
13. Perform general clerical duties, including sorting, filing, duplicating, answering telephone, and responding to informational inquiries. **E**
14. Operate/maintain a variety of office machines and equipment. **E**
15. Prepare purchase requisitions.
16. Attend various meetings.
17. Serve as receptionist as needed.
18. Coordinate translations for Special Educational purposes as needed.

### **WORKING CONDITIONS**

Office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer; employee may be exposed to communicable diseases; blood borne pathogens exposure and anti-social/hostile behavior.

### **PHYSICAL ABILITIES**

Dexterity of hands and fingers to operate standard office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

### **PROFESSIONAL EXPECTATIONS**

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.