CLASS TITLE: SPECIAL EDUCATION DATA TECHNICIAN

BASIC FUNCTION:
Under general supervision of the Executive Director of Special Education or designee, perform a variety of specialized and complex technical duties related to student information systems, records management and reporting functions for the Special Education Department, including auditing, verifying and ensuring accuracy of student records related to Individual Education Plans (IEPs) and related program data, generating a variety of reports for use by the VCOE and reporting to the State and federal agencies, and providing instruction and training to special education teachers, coordinators, and staff regarding data entry in special education related database systems.

DISTINGUISHING CHARACTERISTICS:
Special Education Data Technician is responsible for independently performing a wide variety of difficult and responsible records management duties involving the audit, verification and updating of student record and program data and the generation of a variety of standard to complex reports. Work requires a detailed understanding of the operations and functions of VCOE’s special education related and student information systems and/or other applicable systems, and the ability to identify and resolve data errors and problems based on knowledge gained through experience.

REPRESENTATIVE DUTIES:
Review submitted student individual education plans (IEPs) to ensure compliance with State and Federal policies and regulations governing special education program requirements; reconcile discrepancies, errors and missing information, and input data from the IEPs into appropriate special education database, including SIRAS (IEP Management System) and CASEMIS (California Special Education Management Information System); 

Audit data entry in SIRAS and/or CASEMIS entered by other staff members to identify inaccurate codes, mismatches, duplicate files, and other missing or erroneous data; follows up with school sites or programs to obtain missing or corrected data; transferring of files; identify reasons for differences and/or make manual adjustments; 

Run queries in appropriate database system to create reports per State and Federal reporting guidelines, and to provide class lists to case managers, service providers and VCOE administrators, for such purpose as assisting with assignment of caseloads, tracking of IEP deadlines and follow-up on past due evaluations; 

Serve as the SIRAS system administrator for the purpose of creating, modifying and deleting user accounts/passwords, setting appropriate access level as determined by the Director, Special Education, for case managers, service providers and VCOE staff requiring system access; maintain SIRAS user file with set permissions and manage accounts as necessary; provide
instructions for new-user log-in process; 

Attend SELPA trainings and stay current with legislative and policy changes to ensure compliance in all areas related to the SELPA, and follow guidelines for data entry in CASEMIS to assure VCOE compliance with State and Federal special education requirements including applicable codes and laws, established regulations and timelines; 

Serve as a VCOE trainer and primary resource in researching questions, providing assistance and responding to inquiries from administrators, teachers, school psychologists, speech and language pathologists and others as they relate to special education database systems; assist in providing general training on the uses and operations of SIRAS and CASEMIS, including, but not limited to: provide instruction on procedures for inputting data in each student data screen, and the use queries to audit, verify and correct student data; 

Respond to requests for student record information from schools, parents, advocates, attorneys, as well as court subpoenas, by gathering necessary student record information and sending the requested information the requesting party or court within allotted timelines; 

Enter student information data for special education students into VCOE Student Information System (i.e. Q); 

Complete Medi-Cal audit needs related to special education services, transportation and wheelchair requirements for special education students as reflected by IEP data in CASEMIS; 

Develop contracts between VCOE and District’s being served for para professionals who are performing special circumstance duties and monitor appropriate paperwork for the business office and IEPs; 

Provide information to the VCOE’s Testing & Assessment department regarding student accommodation needs for testing in adherence to IEP determination and in compliance with State and Federal requirements; 

 Performs other job-related duties as assigned.

KNOWLEDGE AND ABILITIES: 

KNOWLEDGE OF: 

Rules and regulations related to State IEP reporting mandates and compliance standards; 

Special Education related (i.e., SIRAS, CASEMIS) database structure, including methods for creating system queries and data verification; 

Basic research techniques, methods and procedures; 

Basic principles of developing and implementing adult training workshops; 

English usage, grammar, spelling and punctuation; 

Microsoft Office applications, including intermediate proficiency in Excel, Word, and PowerPoint for the purpose of importing/exporting data elements, creating reports, documents and materials requiring the interpretation and manipulation of data; and 

Principles of modern office practices and procedures, including business correspondence and
records maintenance, administrative policies, rules, regulations, laws and procedures

ABILITY TO:
Learn and apply rules and regulations involved in assigned program functions;
Maintain the security of confidential materials;
Analyze situations accurately and adopt an effective course of action;
Comprehend and follow directions given verbally and in writing;
Demonstrate mental acuity sufficient to perform the essential functions of the position;
Communicate effectively both orally and in writing;
Maintain records and prepare reports;
Operate a variety of office equipment including a personal computer and job-specific software applications and systems, and related peripheral equipment, including, but not limited to fax machine, copier, and printer;
Establish and maintain cooperative and effective working relationships with others;
Meet schedules and time lines;
Work independently under general direction;
Be motivated to produce high quality work product; and
Maintain a work pace appropriate to the position

EDUCATION AND EXPERIENCE:
High school diploma, or an equivalent, AND at least three years of increasingly responsible clerical/secretarial experience, with at least one (1) year of experience working with special education management information systems involving running system queries, extrapolation of data and reporting.

LICENSES AND OTHER REQUIREMENTS:
Valid California Class C Driver’s License

WORK CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions; May drive to various VCOE sites to conduct related business.

PHYSICAL ABILITIES:
Requires vision (which may be corrected) to read small print;
Perform work that is primarily sedentary;
May be required to work at a video display terminal for prolonged periods;
Requires dexterity of hands and fingers to operate a computer and standard office equipment;
Sitting or standing for extended periods of time;
Reaching above the shoulders and horizontally to retrieve files and supplies;
Lifting objects weighing up to 30 pounds; and
Listening and speaking to exchange information, e.g. by electronic device, telephone or in person.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

REVISED: August 2016