

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **STUDENT DATA SPECIALIST II, SPECIAL EDUCATION**

#### **DEFINITION**

Under general supervision, provide complex clerical, technical, and statistical support and assistance in the receiving, screening and processing of student referrals for educational placement on behalf of the Santa Cruz County Office of Education's Special Education Department; provide specialized assistance and support in the development, implementation and operation of the computerized Special Education Information System (SEIS), Power School, or equivalents; provide training and technical support to administrators, teachers, psychologists, case managers and service providers; and act as a resource for the overall operation of computerized record keeping systems for local, state and federal reporting of educational programs.

#### **SUPERVISION EXERCISED**

May exercise functional and technical oversight over lower-level staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform responsible clerical and technical work without the immediate supervision of the assigned administrator; independently respond to routine letters and general correspondence; develop forms; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Operate a networked computer and peripherals in the maintenance of confidential student records and statistical reports.

Provide specialized assistance and support in the operation of a computerized Special Education Information System (SEIS), Power School, or equivalents for record keeping and reporting; prepare program status reports as required.

Monitor and report issues that negatively impact the required reporting needs of local, state and federal agencies.

Recommend programming modifications to meet changing reporting requirements.

Collect, code, enter, update, maintain, and disseminate statistical information on special education students.

Retrieve and organize data for the compilation of departmental, regional, state, and federal reports as requested.

Receive, screen and process all referrals to the County Office of Education from school districts and licensed children's institutions (LCIs).

Date and record incoming student referrals and examine information received, ensuring that all required documents and forms have been included; contact district personnel to request missing information required for processing paperwork.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Determine and record assessments and IEP due dates in compliance with state Education Code requirements.

Route referrals to appropriate administrators for student assessment and/or placement; monitor status and progress of referrals; attend and provide student information for weekly meetings with administrators and case managers in the facilitation of student placements.

Provide training and technical support to administrators, teachers, psychologists, case managers and service providers.

Provide a full range of support to case managers and nurses, including but not limited to developing agendas, taking and preparing minutes; scheduling meetings; reserving conference rooms; contacting meeting participants; scheduling bilingual translators for IEP meetings; and developing reports.

Provide a full range of support activities in preparing for the distribution of the standardized testing and reporting (STAR) for all of the California mandated tests (CAPA, CMA, CST and CAHSEE); including but not limited to ordering examinations and supplements; preparing and distributing examination materials; assisting administrators in providing brief information staff presentations; and disseminating state test results to districts, parents and teachers.

Input data and prepare student registration, attendance and grade reports.

Create and maintain student attendance rosters; provide training and support to staff.

Review, complete, code and file Student Information Forms for each new and/or discharged student; set up and maintain confidential records and reports for students.

Mail letters of acceptance and required forms to parents regarding placement determinations; notify referring district of status.

Input and maintain student incident reports and suspension data.

Represent the Special Education Department at selected meetings and in-services upon request.

Serve as resource information source to districts regarding status of students.

Formalize scheduling of student IEP meetings; ensure appropriate parent, staff, and agency notification is completed.

**OTHER JOB RELATED DUTIES**

Maintain confidentiality of information.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles, methods, techniques, procedures, and practices of modern computerized systems.

Modern office procedures, methods, and equipment including computer equipment.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of business letter writing and other formal written communication.

Word processing methods, techniques, and programs including spreadsheets and data base applications.

Practices used in preparing and taking minutes.

Principles and procedures of data collection, record keeping and report preparation.

Principles, techniques, and etiquette used in dealing with the public.

Mathematical principles.

**Skill and Ability to:**

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Learn the procedures, functions, and limitations of assigned duties.

Learn, interpret, and apply pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Understand the organization and operation of the assigned department of the County Office necessary to assume assigned responsibilities.

Compile and tabulate data and information and prepare summaries and reports.

Plan and organize work to meet schedules and timelines.

Perform mathematical computations quickly and accurately.

**Skill and Ability to (continued):**

Work under limited supervision within a framework of standard policies and procedures.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade or equivalent. Formal or informal specialized training in computer program usage and technology.

**Experience:**

Three years of experience in computer program usage, terminology, and record keeping.

**SPECIAL REQUIREMENTS**

*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. Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with the ability to sit for long periods of time and sustain repetitive motion of wrists and hands for intervals of time.

**Approval Date:** June, 1994.

**Revised and Retitled/Approval Date:** June, 2011 (Previously title: Pupil Data Specialist)