



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE: SENIOR SPECIAL EDUCATION TECHNICIAN**

**BASIC FUNCTION:**

Receives general supervision from the Director of Special Education or the Special Education Administrator. The Special Education Technician series includes classes that perform entry/journey level specialized and technical work as it relates to the collecting, compiling, and processing of information and data for the purpose of delivery of various special education services through-out Stockton Unified School District.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

Receive, compile and report district-wide enrollment for Special Education students using various data sources, and other programs.

Receive, compile, and report district-wide enrollment for assigned Special Day Class, Resource Specialist Programs, and Designated Instructional and Related Services.

Receive, compile and report district-wide and county enrollment for Day Treatment Program and nonpublic schools. Assists the Special Education administrator with the Community Advisory Committee (CAC) meetings and updating/ordering Special Education forms.

Collects and compiles various records information, data, and files related to special education students; reviews and inputs information related to a student's Individual Education Programs (IEP).

Utilizes various automated systems, i.e., GoalView, SASI, OPTIX, and others systems for the purpose of entering, and maintaining special education student records.

Interacts with administrators, teachers, parents, 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.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

## **Senior Special Education Technician – Continued**

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Office methods, practices, procedures, and equipment.
- District policies and procedures.
- Highly proficient in Microsoft Word and Excel computer programs.
- Oral and written communication skills.

#### ABILITY TO:

- Learn and apply attendance accounting rules, regulations and procedures
- Maintain accurate records
- Type at a speed of 50 wpm
- Perform mathematical calculations with speed and accuracy
- Communicate effectively, orally and in writing
- Establish and maintain effective working relationships with staff, school officials, students and parents
- Prioritize workload and meet set deadlines
- Follow verbal and written instructions
- Physical capability sufficient to perform job tasks
- Perform complex multi-tasking
- Learn quickly
- Handle difficult situations with poise
- Be highly organized
- Work cooperatively with other office staff
- Establish and maintain positive relationships with people
- Setup various databases using a computer
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and/or training and experience equivalent to the completion of the twelfth grade and three years of responsible and complex clerical work and record keeping preferably in a school setting. Two years experience as a Special Education Technician or equivalent experience. Two years of performance evaluations at the Exceeds Standards level. Demonstrated performance of a high degree of independence, analytical skills, and willingness for increased responsibilities, initiative, and ability to maintain a high level of interpersonal skills. Concurrence of both the Special Education Administrator and Director of Special Education/SELPA.

## Senior Special Education Technician – Continued

### WORKING CONDITIONS:

#### ENVIRONMENT:

Indoor work environment

#### PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Dexterity of hands and fingers.

Board Adopted: 1/11/05  
CSEA Chapter 821  
Salary Range: 40