



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Special Education Data Technician</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>As Assigned</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 56 Range: 40</b>

**BASIC FUNCTION:**

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 assuring accuracy of student records related to Individual Education Plans (IEPs) and related program data; generate a variety of reports for use by the District and reporting to the State and federal agencies; provide instruction and training to Special Education teachers, coordinators, and staff regarding data entry in special education related database systems.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Review submitted student IEPs to assure compliance with State and federal policies and regulations governing special education program requirements; reconcile discrepancies, errors and missing information; input data from the IEPs into appropriate special education database, including SESP (Special Education Support Program) and CASEMIS (California Special Education Management Information System)
- Audit data entry in SESP and/or CASEMIS entered by staff to identify inaccurate codes, mismatches, duplicate files, and other missing or erroneous data; follow up with school sites or programs to obtain missing or corrected data; 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 District administrators, for such purpose as assisting with assignment of caseloads, tracking of IEP timelines and follow-up on past due evaluations
- Serve as the SESP system administrator to create, modify and deleting user accounts/passwords, setting appropriate access levels as determined by the Director-Special Education; maintain SESP user file with set permissions and manage accounts as necessary; provide instructions for new user log-in processes
- Serve as a District trainer and primary resource in researching questions; provide assistance and respond 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 SESP and CASEMIS

- Attend SELPA trainings and maintain current knowledge of legislative and policy changes to assure compliance in areas related to the SELPA; follow guidelines for data entry in CASEMIS to assure District compliance with State and federal special education requirements including applicable laws, codes, regulations and timelines
- Respond to requests for student record information from schools, parents, advocates, attorneys and court subpoenas; compile necessary student record information and send requested information to requestor within established timelines
- Enter student information for special education students into District student information system
- Provide information to the District's testing and assessment department regarding student accommodation needs for testing in adherence to IEP determination and in compliance with State and federal requirements
- Operate a variety of office equipment including a fax machine, copier, printer, computer and assigned software; drive a vehicle to various sites to conduct work

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

Special Education database structures including methods for creating system queries and data verification

Basic research techniques, methods and procedures

Basic principles of developing and implementing adult training workshops

Correct English usage, grammar, spelling and punctuation

Operation of a computer and assigned software programs

Modern office practices, procedures and equipment

Record-keeping techniques

Interpersonal skills including tact, patience and courtesy

**ABILITY TO:**

Perform a variety of specialized and complex technical duties related to student information systems, records management and reporting functions for the Special Education Department

Generate a variety of reports for use by the District and reporting to the State and federal agencies

Provide instruction and training to Special Education teachers, coordinators, and staff regarding data entry in special education related database systems

Learn and apply rules and regulations involved in assigned program functions

Maintain security of confidential materials

Analyze situations accurately and adopt an effective course of action

Communicate effectively both orally and in writing

Maintain records and prepare reports

Establish and maintain cooperative and effective working relationships with others

Meet schedules and timelines

Work independently with little direction

Understand and follow oral and written directions

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical or secretarial experience and one year of experience working with special education management information systems

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information

Seeing to view a computer monitor

Sitting for extended periods of time

Dexterity of hands and fingers to operate a computer keyboard