



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	Special Education Technician	<b>Department:</b>	Special Services
<b>Reports to:</b>	Special Services Director	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>	5/14/2025	<b>Work year:</b>	12 Month
<b>Revision(s):</b>		<b>Range</b>	25

### DEFINITION:

Under the Director, Special Services, will support the district's special education data management and reporting needs using the Special Education data system software. This person will collect, record, and monitor required information to accurately complete State and Federal requirements for special education student pupil counts and other data reporting and will provide technical assistance to school staff regarding special education data.

### QUALIFICATIONS:

#### Education:

High school equivalent

#### Experience:

Two years progressively responsible experience in clerical work

Experience with the program supported by this position is desirable

#### License and/or other qualifications:

None

#### Knowledge and Abilities:

##### **Knowledge of:**

- Current office technology and software programs
- Current office practice procedures
- Policies and practices specific to the assigned organization function
- Correct English usage, spelling, grammar, and punctuation
- Basic math
- Terminology of assigned area

##### **Ability to:**

- Learn to interpret appropriate policies
- Compile and produce reports
- Work with little supervision
- Ability to work in varied computer programs
- Maintain confidentiality of information
- Perform a variety of clerical work involving use of independent judgment requiring speed and accuracy
- Spell correctly, use correct English and make mathematical calculations

- Understand and carry out oral and written instructions
- Establish and maintain cooperative working relationships with others
- Operate a variety of office technology including computers and copiers
- Interpret rules, regulations, laws, and policies

### **ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Maintaining accurate special education records within the special education data system, and ensure compliance with state and federal requirements.
2. Review and verify data for accuracy and completeness before submission to SELPA and CDE.
3. Monitor timelines and deadlines for required reports and submit data to ensure compliance with IDEA and other laws and regulations.
4. Analyze data from special education information system and other sources to identify trends, areas for improvement, and progress towards district goals.
5. Create and distribute reports to administrators including IEP compliance reports.
6. Utilize data to inform decision making
7. Support training sessions for special education teachers, administrators and support staff on special education information system best practices and data management.
8. Communicates with school personnel or the public in matters requiring detailed knowledge of rules, procedures, and policies.
9. Works independently using informed judgment.
10. Provide technical support to school staff regarding special education data system issues, data entry and reporting.
11. Uses current database systems to analyze data and gather information for reports and records. Disseminates information to appropriate school district personnel.
12. Provide support to District personnel in the assigned area.
13. Troubleshoot and resolve issues related to data discrepancies, record transfers and data reporting.
14. May provide support for one or more supervisors, including but not limited to special projects.
15. Serve as distinct contact for special education information systems and related special education data management.

### **MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Performs related duties within the scope of the job description.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Working around equipment and machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Office equipment, AV equipment
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parking lot
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Toners
Working at heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Use of special visual or auditory protective equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Working with biohazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**PHYSICAL DEMANDS:**

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting					X
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)		X			
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing		X			
Kneeling	X				
Crawling	X				
Repetitive use of Hands?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
	<b>D = Dominant Hand ND = Non-Dominant hand</b>				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

**LIFTING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**CARRYING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**NOTE:**  
 This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.