

JOB DESCRIPTION

April 2017

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

SPECIAL EDUCATION LOCAL PLAN AREA (SELPA) TECHNICIAN I, II & III

General Purpose:

A SELPA Technician I, II & III is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The SELPA Technician I, II & III serves as support to assigned SELPA administrative staff and the SELPA department: performs a variety of SELPA related detail work including dealing with school districts, outside agencies and the public.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Supports the management and oversight of the SELPA Low Incidence (LI) Equipment grant.
- Provides information to and assists applicants in the submission of grant applications.
- Develops user manuals for the purpose of assisting applicants with completing the low incidence application process.
- Screens incoming applications for adherence to grant requirements, including verifying information in the Special Education Information System (SEIS).
- Inputs, maintains and tracks all phases of the low incidence grant process from applications to approval to procurement to database/tagging/inventory to delivery and maintains established timelines throughout the process.
- Researches historical information contained in LI database and records in order to respond to requests for compliance reviews and locating and tracking of student equipment.
- Completes all processes related to procurement of equipment (e.g.: requesting vendor requisitions, purchase orders, resolving problems and discrepancies with vendors, requesting tags, inspecting shipments, tagging, entering into the database and checking out to students, arranging pick-up or delivery.)
- Prepares year-end closing reports, reconciling with journal entries.
- Assists with preparation of summaries and reports for SELPA governance committees.
- Manages repairs for equipment, including reviewing warranties, requesting return authorization, shipping and receiving of repaired items.
- Supports the SELPA Staff Development program, including grants and other outside funding.
- Assists in preparing, establishing and following up on all aspects of SELPA events and staff development.
- Works with facilities on room setup and information technology (IT) work orders.
- Sets up and monitors sign-ins and payments on day of training.
- Arranges catering for workshops.
- Maintains annual records and generates reports as needed.
- Manages SELPA Resource Lending Library.
- Develops and maintains inventory system for SELPA Resource Lending Library.
- Orders new materials and tags inventory, as needed.
- Handles check-ins/check-outs of library materials, and follows up on overdue items.
- Answers phone and provides information and resources to callers.
- Compiles department calendars.

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- Maintains department SharePoint documents.
- Schedules and calendars department meetings.
- Processes and tracks work orders.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent.

Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be work experience in education or with a public agency.

SELPA TECHNICIAN I:

- One year experience including database tracking, purchasing, reconciliation of records, and preparing reports.

SELPA TECHNICIAN II:

- Three years of increasingly responsible experience with proven knowledge and abilities in all areas of SELPA roles and functions.

SELPA TECHNICIAN III:

- Five years of increasingly responsible experience with proven knowledge and abilities in all areas of SELPA roles and functions.

Knowledge, Skills and Abilities:

- Knowledge and skills in recordkeeping procedures and developing and maintenance of databases.
- Knowledge of office practices, methods, procedures and equipment.
- Knowledge of correct English usage, spelling, grammar, and punctuation.
- Knowledge to answer and resolve questions or problems regarding assigned programs.
- Knowledge of laws and regulations affecting assigned program functions and services.
- Knowledge of financial, budgetary and account recordkeeping.
- Knowledge of purchasing and inventory procedures.
- Skills to employ analytical abilities and to problem-solve.
- Skills in Microsoft Office suite and specialized department software applications.
- Skills and ability to maintain attention to detail, time management and follow-up, high sense of urgency, ability to prioritize, and handle multiple projects concurrently.
- Ability to compile information and prepare accurate reports.
- Ability to make mathematical calculations quickly and accurately.
- Ability to navigate through current PCOE operating systems.
- Ability to perform a variety of difficult administrative detail work.
- Ability to interpret and apply rules, policies, and regulation with good judgment in a variety of situations.
- Ability to work with minimum supervision.

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- Ability to be self-motivated and work independently as necessary.
- Ability to work with varied groups and individuals in a professional, courteous manner.
- Ability to work appropriately with confidential material on a continuous basis.

Required Testing:

- Applicants may be tested on skills applicable to position.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

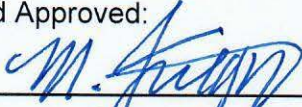
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FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: SELPA Technician I: 25.5
SELPA Technician II: 27.5
SELPA Technician III: 29.5

Reviewed and Approved:

Supervisor: 

Date: 4/27/17

Human Resources: 

Date: 4/27/17