

JOB DESCRIPTION

December 2016

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

SPECIAL EDUCATION: STUDENT DATA AND ACCOUNTING TECHNICIAN III

General Purpose:

A Special Education: Student Data and Accounting Technician III is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Special Education: Student Data and Accounting Technician III schedules Individualized Education Plan (IEP) team meetings and inputs, verifies and validates special education student and program data, monitors income and expenditures related to assigned programs, maintains inventories, and prepares and submits exhibits and reports.

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

- Inputs student data utilizing California Special Education Management Information System (CASEMIS) and Special Education Information System (SEIS) Digital IEP program.
- Assists in the development of special student data reports to review caseloads, frequency and duration of services provided by special education staff.
- Schedules IEP team meetings using SEIS, including the sending of notices to and confirming attendance of required participants, and arranging for the distribution of IEP documents to parents, districts of residence, service providers, and outside agencies as needed.
- Prepares a variety of student data reports.
- Provides regular reports to administrators and appropriate individuals related to IEP team meeting schedules and availability of team members.
- Assists in preparing copies of education records as requested.
- Provides clerical assistance to assigned manager.
- Ensures proper filing and maintenance of required forms, reports and records.

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 experience and training that would likely provide the required knowledge and abilities is qualifying.

Knowledge, Skills and Abilities:

- Knowledge of data base software programs and office equipment.
- Knowledge of proper English usage, grammar, spelling and punctuation, and mathematics.

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- Skills required to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions.
- Ability to perform a variety of financial and record keeping assignments.
- Ability to accurately input student and financial data utilizing required software.
- Ability to review and resolve discrepancies in student and financial data.
- Ability to prepare a variety of reports.
- Ability to make arithmetical calculations quickly and accurately.
- Ability to operate a variety of calculating and office equipment.
- Ability to understand and carry out oral and written directions.
- Ability to deal tactfully and courteously with the public, other employees and school district personnel.
- Ability to establish and maintain cooperative working relationships.

Required Testing:

- Applicants may be tested.

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 climbing and balancing, 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.

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

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 28.5

Reviewed and Approved:

Supervisor: *Jerry* on behalf of Phillip Williams  Date: 12/7/16

Human Resources: *[Signature]* Date: 12/7/16