

# LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Data Specialist – Special Education

**CLASSIFICATION:** CSEA

**REPORTS TO:** Director of Special Education

### **BASIC FUNCTION:**

The job of Data Specialist – Special Education was established for the purpose/s of coordinating information and data regarding local, Special Education Local Plan Area (SELPA) and state special education programs, including the collection of materials, the compilation and organization of data, preparation of reports, and reporting documents. This job is distinguished from similar jobs by the following characteristics: position requires a high degree of attention to detail, and accuracy of data and information.

### **REPRESENTATIVE DUTIES:**

- Assist administrators and site staff regarding Special Education Information Systems (SEIS) and the California Special Education Information System (CASEMIS) for the purpose of ensuring staff has directions to access database information.
- Communicate daily information via e-mail, telephone calls, computer software and printed materials as directed to the District (e.g. administration, teachers, staff, vendors and/or parents, etc.) for the purpose of conveying information, answering questions and coordinating communication.
- Research, analyze, and reconcile a variety of data related to Special Education students (e.g. anomalies, enrollment, disability, demographics, ethnicity, etc.) for the purpose of maintaining accurate data and ensuring compliance with established Special Education Local Plan Area (SELPA) and state guidelines and reporting requirements.
- Research discrepancies of student data and/or documentation (e.g. IEPs, Amendments, etc.) for the purpose of ensuring accuracy, and adherence to established procedures, and state and federal guidelines.
- Respond to inquiries from a variety of sources (e.g. SELPA, staff, service providers, teachers, etc.) for the purpose of ensuring District Special Education data is accurate, defensible, and compliant with state and federal guidelines.
- Maintain a wide variety of reports and electronic documents, spreadsheets, files, and records (e.g. MediCal uploads, enrollment data, student transfers, etc.) for the purpose of providing timely and accurate special education enrollment information in accordance with established state and federal guidelines, and legal requirements.

- Manage California Special Education Management Information System (CASEMIS) report process, reviewing for accuracy, research discrepancies, correct errors, communicate with service providers and teachers, prepare reports, etc., for the purpose of ensuring District meets state deadlines and guidelines.
- Oversee data operations for Special Education students in preschool, non-public and private schools (e.g. data entry in PowerSchool, California Longitudinal Pupil Achievement Data System [CALPADS], SEIS, etc.), for the purpose of ensuring accuracy and adhering to established state and federal guidelines.
- Work directly with Director of Special Education to ensure SELPA, administrators, teachers and staff have accurate and current information in order to address inquiries and resolve issues. Support assigned administrative personnel and teaching staff.
- Review IEP information for new/existing students for the purpose of verifying adherence to state and CASEMIS/CALPADS guidelines, and communicate discrepancies to relevant staff; create permanent student files.
- Process-occupational referrals and assign staff on SEIS (e.g. occupational therapy requests, etc.) for the purpose of ensuring student information is available to interested parties.
- Produce various reports with relevant charts and graphs (e.g. District, SELPA, state, etc.) for the purpose of ensuring compliance with regulation regarding District's Special Education programs.
- Track various measurement (e.g. SDC enrollment, resource and speech services, etc.) for the purpose of disseminating information to Student Services, Educational Services, and other relevant departments.
- Facilitate meetings, trainings, and workshops for the purpose of conveying or gathering information, in order to ensure staff and stakeholders are informed and up to date regarding current state and federal guidelines and requirements.
- Communicate with Special Education staff, other departments and administrators, and the public, for the purpose of providing information and assistance concerning the Special Education referral process and requirements.
- Perform general clerical functions (e.g. filling of student records, answering telephone calls, maintaining student records, etc.) for the purpose of supporting office operations.
- Perform other job related duties as assigned.

## **SKILLS, KNOWLEDGE AND ABILITIES:**

SKILLS are required to perform technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating office equipment, including

pertinent software applications; preparing and maintaining accurate records; applying job-related codes, regulations and laws; classifying data and/or information.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percentages, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: State management information systems; principles and techniques creating and delivering reports; business telephone etiquette; communicating with diverse groups; meeting deadlines and schedules; and working with constant interruptions.

**ABILITY** is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapt to changing work priorities; communicate with diverse groups; maintain confidentiality; work as part of a team; and work with detailed information/data.

## **RESPONSIBILITIES:**

Works under direct supervision using standardized routines; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

## **MINIMUM QUALIFICATIONS:**

**EXPERIENCE:** Job related experience is preferred.

**EDUCATION:** High school diploma or equivalent.

**EQUIVALENCY:** A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

**REQUIRED TESTING:** Pre-employment Proficiency Test may be required.

**CLEARANCES:** Meet employment requirements as applicable with state, federal, local laws and Board Policy.

## **TERMS OF EMPLOYMENT:**

- 12 month position

- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between CSEA and Livermore Valley Joint Unified School District

**SALARY RANGE:** CSEA salary schedule placement: Level 20

**FLSA STATUS:** Non-Exempt

**Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally, the job requires 75% sitting, 15% walking, and 10% standing. The job is performed in a generally hazard free environment.

**Completion by Human Resources**

Board Approval Date –
( ) New Job Description/Reason: ( ) Reclassification      ( ) Organization Needs
( ) Revised Job Description
(X) Revised Salary Placement
Change Effective Date: October 1, 2023