

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SPECIAL EDUCATION TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the operation of the Special Education Department by performing a variety of advanced level technical duties requiring independent judgement and analysis and the application of specialized knowledge of an assigned area.

REPRESENTATIVE DUTIES:

Maintain an understanding of the programs and functions of the Special Education Department and their relation to the District as a whole; establish and assess work priorities to assure timely completion of projects and assignments.

Collect, input, maintain, save and provide accurate, up-to-date information regarding IEP's, Special Education programs, student transportation and other pertinent data as required.

Independently research and compile information and compute statistical information for federal, State and District reports and special projects as assigned.

Coordinate communications and provide information to administrators, employees, students, parents and the public; explain State and federal laws and guidelines, District policies, programs, rules, requirements and procedures.

Assist in coordination of Special Education classes during the school year and summer or extended school year; review IEP to determine appropriate transportation needs; coordinate and facilitate communications and serve as liaison between the District and the bus company to assure timely and appropriate transportation as specified in IEP.

Coordinate and schedule IEP's assuring that IEP's are conducted in a timely manner; maintain related records and files.

Plan, organize and coordinate activities to assist the administrator with administrative duties; originate and independently prepare material for the approval of the administrator; prepare and revise a variety of documents, reports and other materials.

Serve as liaison between the Special Education Department and Personnel Services to determine appropriate staffing levels and track personnel activity (ie: transfers, new hires, resignations).

Perform a variety of responsible clerical duties in support of the special education operations; assure timely communications between the Special Education Department, parent, students and staff; make phone calls to receive and transmit information; prepare Board agenda items and related materials; prepare and maintain files.

Initiate and answer telephone calls; schedule appointments and interview callers; screen and refer calls as appropriate.

Assist administrator in resolving a variety of problems associated with a diverse special education program in a timely and efficient manner.

Prepare and send out notices of meetings; collect and compute information for meetings, projects and workshops; prepare agenda items from notes received from several sources.

Maintain a variety of confidential information, files and records.

Provide secretarial and clerical assistance to other Special Education staff as necessary.

Receive, open and screen incoming mail and independently compose replies according to established procedures.

Operate a variety of office machines including typewriter, calculator, copier, computer software and hardware and fax machine.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

District procedures, rules and regulations concerning Special Education programs.

Applicable sections of the State Education Code and other applicable laws.

Federal and State regulations appropriate to position.

Department organization, rules and programs.

Coordination of office aspects of diverse programs and activities.

Organizational skills and public relations techniques.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Record-keeping techniques.

Computer hardware and software required for position.

ABILITY TO:

Perform a variety of technical duties in support of the Special Education program.
Learn, understand, interpret and explain District policies and procedures pertaining to payroll and personnel functions.

Organize, coordinate and prioritize a wide variety of activities and functions.

Assist an administrator in administrative details and respond to routine inquiries.

Organize, schedule and maintain calendars for diverse activities and programs.

Coordinate and facilitate communications between District and site personnel, students, parents and the general public.

Understand and follow oral and written directions.

Communicate effectively with students, parents, staff and administration.

Read, apply and explain rules, regulations, policies and procedures pertaining to position.

Complete work with many interruptions.

Work confidentially with discretion.

Maintain records and prepare reports.

Work cooperatively and effectively with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Plan and organize work.

Train and provide work direction to others.

Maintain a variety of records, lists and files.

Operate a variety of office machines including typewriter, calculator, copier computer and word processing hardware/software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in business or related field and two years increasingly responsible clerical and secretarial experience involving public contact; experience in a school district special education department desirable.

WORKING CONDITIONS:

District Office environment.