

Grass Valley School District

POSITION:	SPECIAL EDUCATION STUDENT SUPPORT TECHNICIAN
PLACEMENT:	CLASSIFIED SALARY SCHEDULE, POSITION RANGE N, 11-MONTH EMPLOYEE
REPORTS TO:	DIRECTOR OF SPECIAL EDUCATION

OVERALL RESPONSIBILITY

Under direction of the Director of Special Education, is responsible for confidential information and records. Serves as information liaison between supervisor, district staff, and the general public.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

- Provide confidential secretarial services to the Director of Special Education
- Track, organize, and maintain extensive confidential files on all special education students in the District
- Maintain close and cooperative communication and working relationship with special education personnel at all feeder schools
- Maintain close communication and working relationship with county and district personnel, assistant principals, school psychologist, counselors, and representatives from outside agencies
- Maintain awareness of and compliance with federal and state regulations regarding Special Education
- Responsible for submitting and maintaining accurate information to the SEIS database system which reports directly to the county
- Responsible for maintaining accurate records in the Special Education section of MIS-Illuminate
- Prepare and assist with reports including but not limited to: student performance, staffing, student attendance/enrollment MIS-Illuminate, and SEIS database
- Provide training and guidance to site level special education staff at all feeder schools for SEIS database
- Maintain daily Google IEP district calendar for Administration and Special Education Department, related to timelines regarding referral, testing and IEP meeting scheduling
- Maintain parent contact and scheduling calendar for coordinating meetings related to IEP's, SST's and 504 Plans, including non-special education meetings, with parents and district staff
- Assist with the organization of the Extended School Year programs
- Assist with annual transition IEP's and the transfer of files to appropriate elementary and high schools
- Assist Director of Special Education during all phases of Compliance Reviews
- Assist with professional development/collaboration presentations and provide clerical support for workshop registrations, event planning, and technology
- Track necessary information for students on 504 Plans
- Maintain files, secretarial duties, coordinate and support trainings, and processing of quarterly MAA Random Moment Time Surveys and LEA Medi-Cal Service Tracking on SEIS. Provide clerical support for invoicing, data collection, student enrollment reports, and finalizing reports
- Maintain and Process Inter-district Attendance Agreement (IAA) requests for Incoming and Outgoing students. Coordinate communication with parents, school district Superintendent, Principals, Assistant Principals and school office secretaries, school districts outside of the GVSD, and County Office of Education/SELPA
- Perform other duties as assigned or directed by the Special Education Director or as may be reasonably expected of this position

MINIMUM QUALIFICATIONS:

EDUCATION, TRAINING AND EXPERIENCE:

- High School Diploma or Equivalent
- Four years of secretarial and clerical experience
- Experience with confidential secretarial services

KNOWLEDGE OF:

Knowledge of Computer/Word Processor, type at a speed of not less than 45 words per minute, office methods and practices, including filing systems, receptionist and telephone techniques, proper English usage, vocabulary, spelling, grammar and arithmetic, and skill in the operation of office machines. Knowledge of IEP Secretarial Support and SEIS software preferred.

ABILITY TO:

Ability to apply common sense understanding to carry out instructions furnished in written and oral form. Ability to deal with a variety of clerical duties with constant interruptions from the telephone, students, teachers and parents; analyze situations effectively and determine the proper course of action; maintain a calm attitude and patience. Ability to perform duties with awareness of all district requirements and Board of Education policies. While performing the duties of this job, the employee is required to be responsive to parents, teachers and the general public in a cooperative, personable, pleasant manner under all circumstances.

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PHYSICAL REQUIREMENTS:

Endurance

Sit	0-30 min.
Stand	0-5 min.
Walk	0-5 min.
Drive	0-30 min.
Keyboarding	0-5 min.

Minutes At One Time

Total Hours In An 8-Hour Day

3-5
0-2
0-2
3-5
0-2

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
LIFT						
1 - 10 lbs.						X
11 - 20				X		
21 - 35			X			
36 - 50			X			
51 - 75	X					
76 - 100	X					
CARRY						
1 - 10 lbs.					X	
11 - 20				X		
21 - 35			X			
36 - 50			X			
51 - 75	X					
76 - 100	X					
PUSH						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				
PULL						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				

	NVR 0%	RARE 1-5%	SELD 6-19%	OCCAS 20-33%	FREQ 34-66%	CONT 67-100%
Bend/Stoop				X		
Twist				X		
Crouch/Squat				X		
Kneel				X		
Crawl		X				
Walk-Level					X	
Walk-Uneven		X				
Climb Stairs		X				
Climb Ladder		X				
Reach Shoulder			X			
Use Arms						X
Use Wrists						X
Use Hands						X
Handling						X
Fingering					X	
Foot Control				X		
ENVIRONMENT						
Inside						X
Outside				X		
Heat	N	O	R	M	A	L
Cold	N	O	R	M	A	L
Dusty	N	O	R	M	A	L
Noisy	N	O	R	M	A	L
Humid	N	O	R	M	A	L
HAZARDS: Blood Borne Pathogens and/or bodily fluids						
Mechanical	Radiant		Explosive			
Burns	Electrical		Other			

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Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date