

# PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

## POSITION DESCRIPTION

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**TITLE:** SPED Data Technician  
**DEPARTMENT:** Student Services  
**FLSA:** Non-Exempt  
**REVISED:**

**REPORTS TO:** Director of C/I and SPED  
**CLASSIFICATION:** Classified  
**SALARY GRADE:** 014  
**BOARD APPROVED:**

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### **BASIC FUNCTION:**

The Special Education Data Technician is responsible for managing and analyzing data related to special education programs, ensuring compliance with state and federal regulations, and supporting the special education team by providing accurate and timely data reports.

### **REPRESENTATIVE DUTIES:**

**Data Management:** Collect, input, and maintain accurate records of student and staff information related to special education programs, 504's, inter/intra district transfers and Medical Administrative Activities information.

**Reporting:** Generate and distribute regular and ad-hoc reports for school administrators, special education staff, and external agencies.

**Compliance:** Ensure data complies with state and federal regulations, including the Individuals with Disabilities Education Act (IDEA).

**Collaboration:** Work closely with special education teachers, support staff, and administrators to understand data needs and provide necessary support. Collaborate and communicate with parents including sending/receiving assessment plans, scheduling meetings, and problem solving.

**Public Interactions:** Receives walk-in guests and telephone inquiries from a variety of individuals including, administrators, vendors, and community members. Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary.

**Administrative Support:** Performs technical and complex administrative support involving applications of a working understanding of the functions and procedures of the SPED Department, with a working knowledge of functions and procedures of other District Departments.

**Training:** Provide training and support to staff on data entry processes and the use of data management systems.

**System Maintenance:** Maintain and troubleshoot issues related to special education data management systems.

**Confidentiality:** Handle sensitive student information with the highest level of confidentiality.

**Audits:** Assist with internal and external audits related to special education data.

**Improvements:** Identify opportunities for improving data collection and reporting processes.

**Other Duties:** Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

**Special Education Regulations:** Understanding of federal and state regulations, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and other relevant legislation.

**Data Management Systems:** Proficiency with data management systems and software commonly used in educational settings (e.g., Student Information Systems (SIS), special education management systems).

**Data Analysis:** Knowledge of data analysis techniques and tools, including statistical analysis and data visualization.  
**Educational Procedures:** Familiarity with school district operations, special education programs, and individualized education plans (IEPs).

**Computer Proficiency:** Advanced knowledge of Microsoft Office Suite, especially Excel, and other relevant software tools.

**Confidentiality Practices:** Understanding of privacy laws and practices related to handling student information (e.g., FERPA).

ABILITY TO:

**Attention to Detail:** Ability to maintain high levels of accuracy in data entry and report generation.

**Analytical Thinking:** Strong analytical skills to interpret data and identify trends or discrepancies.

**Problem-Solving:** Ability to troubleshoot data-related issues and find effective solutions.

**Time Management:** Excellent organizational skills to manage multiple tasks and meet deadlines.

**Communication:** Strong written and verbal communication skills to effectively convey information to staff, administrators, and external agencies.

**Training and Support:** Ability to train and support staff in data entry processes and the use of data management systems.

**Collaboration:** Ability to work collaboratively with special education staff, administrators, and other stakeholders. Possible travel to school sites.

**Confidentiality:** Ability to handle sensitive information with discretion and maintain confidentiality.

**Adaptability:** Flexibility to adapt to changing data requirements and procedures.

**Technical Skills:** Proficiency in using technology to improve data management processes and reporting.

**MINIMUM QUALIFICATIONS:**

EDUCATION AND EXPERIENCE:

Equivalent to graduation from high school and possession of the knowledge and abilities listed above. Two (2) or more years of database support work experience; and two (2) years of attendance related experience at a school site or school district office level.

**LICENSES AND OTHER REQUIREMENTS:**

Requires valid California Driver's License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.