

Under immediate supervision of the SELPA Director, this position will obtain CALPADS Special Education student data; provide assistance as a liaison to the local education agencies (LEAs); enter pupil data; perform complex record analysis activities relative to the Special Education Department's student information systems; perform functions related to student search queries, user permission administration, document management, state reporting, and user support; and perform a variety of technical duties in the management of the Special Education Information System (SEIS) and related student information databases.

Supports Special Education and District Staff users of the student information system, including help desk duties, creation and maintenance of help documents, and training videos.

Ensures student data is correct and in compliance with the California Department of Education and Federal requirements.

Responsible for timely and accurate state special education reporting.

Develops and maintains a regular schedule of searches related to ensuring accurate Special Education records and data.

Receives, compiles and verifies a variety of information; prepares and maintains a variety of confidential manual and automated records related to special education students.

Develops spreadsheets; compiles records and reports data, initiates queries and generates a variety of mandated and requested computerized reports according to established procedures and timelines; assure accuracy of input and output data.

Provides training and technical support regarding the special education information system.

Resolves integration issues between the special education information system and the student information system.

Assists with the preparation of data for special reports using student database applications and other technical data.

Operates a variety

