

**TITLE:** Department Professional – Student Information Systems

**DEPARTMENT:** Special Services

**REPORTS TO:** Director of Special Services

**POSITION SUMMARY:** The job of Department Professional - Student Information Systems is done for the purpose/s of organizing, maintaining, and computing special education information for State and Federal funding reports; providing administrative support to assigned Administrator; and monitoring assigned programs and/or projects within the special education department.

**ESSENTIAL FUNCTIONS:**

- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Inputs and prepares inactive files for students who do not qualify (DNQ) for special services for the purpose of keeping accurate and updated student records.
- Maintains a variety of files (e.g. transfer of records to requesting districts, doctors, staff and parents/guardians, district special education rosters, and class lists) for the purpose of providing documentation in accordance with administration and legal requirements.
- Maintains files (e.g. student histories and the merging of blue book information) for the purpose of complying with legal requirements.
- Prepares a variety of written materials (e.g. monthly State Funding Report, Least Restrictive Environment Federal Report, IDEA-B Federal Report, Exiting Reports, Initial Timeline Report, correspondence, memos, and other statistical reports) for the purpose of complying with program, district, state and/or Federal requirements.
- Processes documents and materials (e.g. psychiatric/SLP/OT/nurse evaluation, IEPs, and legal consent forms) for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Researches a wide variety of topics (e.g. education codes and handicapping codes) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, community, parents, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel and staff for the purpose of providing assistance with their administrative functions.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple 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 standard office equipment including using pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of 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 wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize

specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; 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.

**Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

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

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

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Public School Employees of Washington / SEIU Local 1948 (PSE)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date