

TITLE: Special Services Records/Compliance Technician

DEPARTMENT: Special Services

REPORTS TO: Director of Special Services

POSITION SUMMARY: The job of Special Services Records/Compliance Technician 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

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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).

Name (sign)

Name (print)

Date