

SANTA CRUZ COUNTY OFFICE OF EDUCATION

STUDENT DATA SPECIALIST

DEFINITION

Under general supervision, provide highly responsible clerical/technical support and assistance in the receiving, screening and processing of student referrals for educational placement; provide specialized assistance and support in the development, implementation and operation of computerized systems, Power School, or equivalents; and act as a resource for the overall operation of computerized record keeping systems for local, state and federal reporting of educational programs.

SUPERVISION EXERCISED

Exercise no oversight over County Office staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform responsible and difficult clerical and technical work with minimum supervision.

Operate a computer terminal and printer in the maintenance of confidential student records and statistical reports.

Provide specialized assistance and support in the operation of a computerized systems, Power Point, or equivalents for record keeping and reporting; prepare Program Status Reports as required.

Monitor and evaluate computer programs, ensuring that existing programs meet reporting needs of local, state and federal agencies.

Recommend programming modifications to meet changing reporting requirements.

Collect, code, enter, update, maintain, and disseminate statistical information on special education, high school, or adult students.

Retrieve and organize data for the compilation of departmental, regional, state, and federal reports as requested.

Receive, screen and process all referrals to the County Office of Education from school districts and licensed children's institutions (LCIs).

Date and record incoming student referrals and examine information received, ensuring that all required documents and forms have been included; contact district personnel to request missing information required for processing paperwork.

Determine and record assessments and IEP due dates in compliance with state Education Code requirements.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Route referrals to appropriate administrators for student assessment and/or placement; monitor status and progress of referrals; attend and provide student information for weekly meetings with administrators and case managers in the facilitation of student placements.

Input data and prepare student registration, attendance and grade reports.

Review, complete, code and file Student Information Forms for each new and/or discharged student; set up and maintain confidential records and reports for students.

Mail letters of acceptance and required forms to parents regarding placement determinations; notify referring district of status.

Input and maintain student incident reports and suspension data.

Maintain teacher time sheets and attendance sheets.

Represent County Office at selected meetings and in-services upon request.

Serve as information source to districts regarding status of students.

Schedule student IEP meetings; ensure appropriate parent, staff, and agency notification is completed.

Attend and participate in staff meetings and in-services activities; attend workshops, conferences, and classes to increase professional knowledge.

Maintain confidentiality of information.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, methods, techniques, procedures, and practices of modern computerized systems.

Principles and practices of data collection and report preparation.

Modern office procedures, methods, and equipment including computer equipment.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and procedures of data collection, record keeping and report preparation.

Principles, techniques, and etiquette used in dealing with the public.

Mathematical principles.

Skill and Ability to:

Operate modern office equipment including computer equipment and applicable software programs.

Type and enter data at a speed necessary for successful job performance.

Learn the procedures, functions, and limitations of assigned duties.

Learn, interpret, and apply pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Understand the organization and operation of the assigned department of the County Office necessary to assume assigned responsibilities.

Compile and tabulate data and information and prepare summaries and reports.

Plan and organize work to meet schedules and timelines.

Perform mathematical computations quickly and accurately.

Work under supervision within a framework of standard policies and procedures.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the twelfth grade or equivalent, supplemented by specialized training in computer program usage and technology.

Experience:

Two years of experience in computer program usage, terminology, and record keeping.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended periods of time; dexterity of hands and fingers to operate a computer, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: June, 1994.

Revised and Retitled/Approval Date: June 2011 (Previously titled: Pupil Data Specialist).

Revised Approval Date: June, 2020.