

ANALYST-SPECIAL EDUCATION

DEFINITION:

Under the supervision of the Executive Director-Special Education, performs a variety of complex and professional functions for the Special Education program; performs duties in the planning and organization of Special Education budget development; coordinates and provides support for California Special Education Management Information System Software (CASEMIS), Special Education Information Systems (SEIS) and related technologies; prepares and maintains a variety of manual and automated records and reports related to special education activities and assigned duties and inputs a variety of Special Education data in an assigned system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- **Performs a variety of complex and professional functions for the Special Education program and assists the Executive Director of Special Education in the development and maintenance of required federal, State and budget reports; provides support for assigned Special Education student data base systems, data management and other processes in Special Education as assigned.**
- **Maintains designated budgets and assures assigned accounts are accurate and expenditures are within established requirements; reviews expenditures, maintains accounting spreadsheets and determines appropriate budget numbers to assure compliance with established grant and District accounting requirements; reviews purchase requests, stipend requests and travel requests; assigns budget numbers according to established procedures.**
- **Assists in preparation of Special Education annual staff projections; coordinates with Fiscal Services regarding related allocation and Special Education budget information; prepares and oversees assigned personnel and position requisitions.**
- **Inputs a wide variety of data into an assigned computer system; maintains automated files and records; creates queries and custom fields and generates a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports; assures accuracy of input and output data.**
- **Prepares and maintains a variety of manual and automated records and reports related to special education activities and assigned duties; compiles, analyzes and conducts research related to a variety of administrative, management, fiscal and organization issues as assigned.**
- **Serves as a technical resource to others concerning assigned Special Education services and functions; reports related issues to Executive Director; provides SEIS training to various personnel on assigned Special Education student database systems.**
- **Prepares contracts for services under direction of program staff in compliance with IEP's; reviews and approves vendor invoices to assure compliance with contracts.**
- **Prepares Board of Education reports for nonpublic schools and nonpublic agency contracts, parent reimbursement and settlement agreements according to established procedures.**
- **Prepares and processes settlement payments according to established procedures; tracks payments over multiple fiscal years as assigned.**
- **Communicates with other departments, administrators, outside agencies and vendors to coordinate activities, exchange information and resolve issues or concerns**
- **Operates a variety of office equipment including a computer and assigned software.**

QUALIFICATIONS GUIDE

Knowledge of:

- **Organizational operations, policies and objectives.**

- General accounting principles, practices, procedures and methods.
- Automated computer systems and databases related to Special Education.
- Applicable State and federal laws, District policies and regulations related to Special Education.
- SELPA requirements.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Basic public relations techniques.
- Operation of a computer and assigned software.

Ability to:

- Perform various complex and professional Special Education functions.
- Prepare clear and concise Special Education reports and statements.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Maintain a variety of complex and confidential files and records.
- Compile and verify data.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing

EDUCATION/EXPERIENCE:

Any combination equivalent to: bachelor's degree in a program-related field and four years of increasingly responsible experience managing and monitoring Special Education or categorical programs and some experience utilizing related computer applications.

PHYSICAL DEMANDS:

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.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

WORK ENVIRONMENT:

Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Previously Revised: 06/2017