



Classified Job Description

CSEA Revised: June 18, 2015
NJUHSD Board Revised: June 24, 2015

Position Title:	SPECIAL EDUCATION IEP TECHNICIAN
Contract Term:	10 months per year
Salary Range:	18

GENERAL DEFINITION:

Responsible for scheduling of IEP team meetings and following NJUHSD protocol in the areas of communication, confidentiality, and professionalism. Maintain daily communication with the Special Education Office.

UNDER SUPERVISION OF:

Director of Special Education/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate scheduling of Individualized Education Program (IEP) team meetings so that all invited parties are aware of date and time of IEP meeting and secure classroom substitutes as needed.
2. Review IEP documents to make sure they meet CDE standards.
3. Copy and distribute IEP related forms to the following people before and after the meeting; Special Education District Office, Case Carrier, School Psychologist and Special Education Staff.
4. Create and maintain the site special education student files.
5. Prepare copies of education records as requested by parents and other agencies in partnership with the Special Education Office.
6. Work with all feeder schools to coordinate special education eighth grade transition meetings.
7. Attend district offered trainings
8. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
9. Performs special education related clerical duties.
 - a. Mail student progress reports at grading periods.
 - b. Mail Assessment Plans and Prior Written Notices
 - c. Assist with the tracking of all documents related to Special education.
 - d. Provide the District Office and all site staff with the upcoming scheduled IEPs weekly.
10. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license, good driving record, and evidence of insurance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Ability to work with students with disabling conditions. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district, State and Federal requirements and Board of Trustee policies. Knowledge of confidentiality laws. Proficient in use of word processing, spreadsheets, graphics, and database management software.

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.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. 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.

WORK 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. This position is exposed to infection and injury at a greater risk than the average person.

The noise level in the work environment is usually moderate to loud at a standard acceptable level for this environment. The employee is frequently required to interact with the public and staff and is directly responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.