

## STAFF AND STUDENT SUPPORT SPECIALIST

**Reports to:** Assistant Superintendent, Special Education  
**Division:** Special Education

### **Our ideal candidate**

You are able to perform specialized and complex clerical work with a “can-do” attitude and a flexible approach to problem solving. You are a good communicator and take pride in providing great service. Your caring attitude toward the people you work with and the individuals you serve shines through all that you do. You are a skilled professional, a team player, and you consistently strive to do your best.

### **General description**

This individual performs a variety of specialized, technical clerical work, providing support to students, program specialists, and staff. This individual provides direct support to the Special Education Support Team members in planning, facilitating, and implementing efficient and orderly end-of-school-year checkouts, back-to-school meetings, new teacher orientations, job-alike meetings, and Special Education-sponsored professional development trainings. The positions performs complex student cumulative records and Individualized Education Plans (IEPs), reviews work in accordance with established procedures and legal requirements, and uses independent judgment.

### **Specific duties and responsibilities**

- Maintains and updates professional development calendar
- Disperses Early Start/Deaf-Hard-of-Hearing referrals from the California Department of Education
- Establishes and manages Pupil Records on the Management Information System (PROMIS)
- Manages the web-based IEP system (SEIS) and provides training to staff
- Performs Medi-Cal administration activities and tracks submission of Random Moments Time Survey (RMTS)
- Tracks and submits student data to CompuClaim
- Tracks and schedules substitutes through the absence management database (AESOP)
- Manages and coordinates all areas of the Workability 1 program
- Coordinates meetings and workshops and manages all aspects of arrangements
- Monitors and maintains records on all staff
- Assists in the inventory, distribution and collection of state student testing materials
- Retrieves reports from PROMIS and submits to California Longitudinal Pupil Achievement Data System (CALPADS)
- Tracks, compiles, and maintains student files for legal matters
- Gathers and maintains bell schedules, employee activity worksheets and time reporting certifications for state-mandated reporting
- Receives, monitors, and verifies employee reimbursement forms
- Serves as primary data entry person during Special Education Self-Review
- Composes and prepares a variety of correspondence, memorandums, reports, and other documents
- Perform other duties as assigned

## **STAFF AND STUDENT SUPPORT SPECIALIST**

### **Requirements**

Education: High school diploma; post high school degree or relevant coursework desirable

Experience: Two years of increasingly responsible experience in clerical or accounting fields

Knowledge of:

- Special Education timelines and laws
- Special Education student record components
- Modern office practices, procedures and equipment
- Microcomputers and industry-standard software applications
- Telephone techniques and etiquette
- Correct use of English grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills
- Interpersonal relations skills using tact, patience, and courtesy

### **Abilities**

- Quickly acquire knowledge of Santa Barbara County Education Office organization, operations, policies and objectives
- Interface with a variety of web-based data systems that require significant attention to detail as well as the ability to manipulate and interpret data
- Maintain and audit complex financial reports, analyze data and prepare reports
- Establish and maintain effective working relationships with the public and others
- Plan and organize work to meet schedules and timelines
- Input data processing documents rapidly and accurately
- Analyze situations accurately and adopt an effective course of action
- Demonstrate accurate keyboarding/typing skills and speed as required by the assignment
- Work confidentially and with discretion

### **Licenses and certificates**

Valid California driver's license

### **Working conditions**

Mostly indoors with minimal exposure to health and safety hazards. Position requires the ability to perform work of a moderately active nature in a typical office environment.

### **Salary range 71**

*Approved by the Personnel Commission:* March 22, 2004

*Revised:* February 16, 2017