

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Special Education Applications Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9674	WORK YEAR:	12 Months
DEPARTMENT:	Special Education	SALARY:	Range 55 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-17-04
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform difficult and complex technical duties related to the analysis, development, implementation, testing, and maintenance of the special education department databases; make modifications to special education database software as necessary; ensure application system quality through compliance with various district, state, and federal technical standards and/or requirements.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or

Assist in the identification of areas that may benefit from improvement; perform part of the analysis to develop improvement strategies, and then implement part of those strategies in a team environment. **E**

Extract data from the department database, highlight trends/changes, and provide information to the administrator

Record-keeping techniques.
Principles and practices of providing work direction and guidance to others.
Oral and written communication skills.
Technical aspects of field of specialty.
Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
Use office automation tools, such as packages for word processing, spreadsheet, database, presentation, and communications.
Test and analyze database software.
Prepare federal and state reports.
Perform responsible analysis without supervision.
Operate a computer, related software, and standard office equipment.
Provide computer training, work direction, and guidance to others.
Research new technology.
Work independently with little direction.
Learn and assimilate new programs or procedures, and analyze their value to the department.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and