

CLASS TITLE: SPECIAL EDUCATION STUDENT RECORDS ASSISTANT

DEFINITION: Under general supervision, receives, updates, verifies, reconciles and enters information to maintain accurate special education records for student database; operates various data processing equipment; assists Executive Director of Special Education, and performs related work as required.

EXAMPLE OF DUTIES:

- Receives and enters incoming information
- Verifies data
- Keeps accurate files
- Assists in providing information to users in data preparation and data entry
- Maintains quality control
- Assists information and output of data for reports
- Compiles required information for preparing various reports and documents
- Prepares and distributes documents

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to two years experience in school/district office. High School Diploma or equivalent required.

Knowledge of:

- Policies and procedures relating to special education
- Standard office methods and equipment

Skills in:

- Verifying accuracy and completeness of source documents for data processing
- Establishing priorities to data entry operation
- Analyzing and diagnosing situations accurately and adopting effective courses of action
- Keyboarding
- Operating office machines and equipment
- Establishing and maintaining effective working relationships with others
- Communicating effectively

Ability to:

- Operate a computer and software

Licenses and Certificates:

A valid California driver's license

CST Range 458

MT. DIABLO UNIFIED SCHOOL DISTRICT