

## **SANTA CLARA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: TECHNICAL ADVISOR- SPECIAL EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of Special Education Administration, the Technical Advisor - Special Education provides specialized technical assistance, data analysis, direct student support and program support to enhance special education operations across district and county programs; This position impacts department and school site operations by ensuring compliance with state regulations, optimizing student data tracking systems, coordinating specialized itinerant services, and delivering professional development to staff to improve student outcomes.

#### **REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES**

Supports Special Education Administration with California Department of Education (CDE) related compliance tasks, including DISPRO data analysis;

Coordinates, monitors, and supports statewide testing processes and administrative systems including LCAP, CAASPP, and the Test Operations Management System (TOMS);

Provides professional development, training, and ongoing consultation to administrative teams, teachers, and behavior specialists regarding support models and Functional Behavioral Assessments (FBAs);

Oversees and inputs student information, progress reports, and documentation into specialized student data systems, including SIRAS and SEIS;

Manages data tracking and entry related to Medi-Cal billing systems to ensure accurate program reimbursement;

Coordinates and provides specialized case management, consultation, and assessments for students within special education programs, ensuring alignment with individualized needs;

Facilitates, attends, and presents relevant data and findings at Individualized Education Program (IEP) team meetings;

Reviews medical, audiological, and educational records to help align specialized supports with student needs in the classroom setting;

Collaborates with and support itinerant service providers (including Orthopedically Impaired, Deaf and Hard of Hearing, Vision, and Audiological services) across various county and district locations.

**TECHNICAL ADVISOR- SPECIAL EDUCATION - continued****Page 2****OTHER DUTIES**

Performs related duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:****KNOWLEDGE OF:**

California Department of Education (CDE) special education compliance standards, regulations, and indicators such as DISPRO;

Specialized special education data management systems, specifically SIRAS and SEIS;

Medi-Cal billing systems and compliance procedures within an educational framework;

Behavioral support methodologies, intervention strategies, and Functional Behavioral Assessments (FBAs);

State assessment systems including LCAP, CAASPP, and TOMS;

IEP processes, legal requirements, and case management principles.

**ABILITY TO:**

Analyze, interpret, and present complex special education data sets to inform administrative decisions;

Provide effective professional development and technical consultation to diverse educational teams;

Utilize and navigate student information systems to ensure accurate data entry and state reporting;

Communicate clearly, effectively, and collaboratively with administrators, teachers, and multi-disciplinary teams;

Plan, organize, and prioritize specialized tasks to meet strict state and local compliance deadlines;

Travel to various school sites and district locations throughout the county to provide itinerant support.

Develop and maintain professional, respectful, and supportive relationships with children, families, teaching staff, and community partners;

Provide consistent, responsive support during classroom visits.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in Special Education, Educational Administration, Data Analytics, or a closely related field.

Three (3) years of increasingly responsible experience working within special education programs, with demonstrated experience in data systems administration, compliance tracking, or behavioral consultation.

**LICENSES AND OTHER REQUIREMENTS**

Valid California Driver's License.

Valid California Special Education Credential, Pupil Personnel Services Credential, or equivalent professional authorization preferred.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office and school site environments;

Driving a vehicle to conduct work and travel between district locations.

**TECHNICAL ADVISOR- SPECIAL EDUCATION - continued**

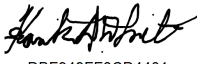
**Page 3**

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard  
 Seeing to read, analyze, and verify a variety of data and materials  
 Sitting for extended periods of time.  
 Hearing and speaking to exchange information and deliver presentations.

**HAZARDS:**

Slipping, tripping, falling.  
 Ergonomic injuries, repetitive motion injuries, eye strain.  
 Indoor air pollution.

|             |                                                                                                                                                                                                                                              |                         |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
|             | <div style="border: 1px solid black; padding: 5px; display: inline-block;">                 Signed by:<br/> <br/> <small>DBF949FF8CD4401...</small> </div>  | 8/13/2026   3:11 PM PDT |
| Approved:   | <hr/> Kanika D. White, Ed.D.<br>Associate Superintendent-Human Resources                                                                                                                                                                     | <hr/> Date              |
|             | <div style="border: 1px solid black; padding: 5px; display: inline-block;">                 Signed by:<br/> <br/> <small>AEFF8FA0C5E741B...</small> </div> | 8/13/2026   2:54 PM PDT |
| Authorized: | <hr/> Dr. David M. Toston, Sr.<br>County Superintendent of Schools                                                                                                                                                                           | <hr/> Date              |