

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: SELPA DATA SPECIALIST**

**BASIC FUNCTION:**

Under the direction and guidance from the SELPA Executive Director, coordinates with local education agencies within and outside the Special Education Local Plan Area (SELPA), to process, prepare, validate, submit and present data in a timely and accurate manner; assists with data entry, management and processing for data submission to the California Department of Education (CDE), California Longitudinal Pupil Achievement Data System (CALPADS), and other applications; supports data analysis and data-driven decision-making, which includes, but is not limited to generating and auditing reports and files, and providing technical assistance and training as needed.

**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:**

Reviews data from local education agencies; inputs and codes data into assigned systems; extracts data as needed; prepares and maintains a variety of records and files related to work; assists in providing information and data for reports, including mandated reports.

Enters and edits student data into automated systems; generates and reviews reports, including those required by the CDE; monitors program data and ensures data collection and reporting procedures meet mandated regulations; ensures the accuracy and content of data and reports; identifies and corrects discrepancies; confers with technical and programming staff regarding system modifications and information needs.

Collaboratively works with and effectively communicates with the district data teams, other departments, administrators, governmental agencies, and outside organizations to collect and provide data and exchange information; notifies users of system changes; coordinates activities, and resolves issues or concerns.

Works with school districts and SELPAs to verify and maintain the completeness, conformity, consistency, accuracy, timeliness, and integrity of data extracted and loaded from district's school information system into CALPADS.

Acts as a liaison between the SELPA, CDE, school districts, and regulatory agencies; serves as a resource to the responsible program administrator(s) and district personnel.

Provides support to district personnel on the software systems used by the SELPA.

Provides technical support to program staff and participating programs in processing data, interpreting regulations and procedures, and using student systems, databases, peripherals equipment, and/or networks.

Provides or coordinates troubleshooting support and regular maintenance for web-individualized

education plan (IEP) system, and assists in resolving user access issues.

Attends and participates in assigned meetings, in-services, and workshops; assists with developing and delivering trainings and instructional materials to system users.

Conducts trainings for district users on electronic IEP system, CALPADS and other CDE/SELPA programs as necessary.

Remains abreast of new or revised State and/or federal regulations affecting the student programs, procedures, and computer information system.

Plans, organizes, and participates in the development of new or improved information system capabilities; designs system modifications; and tests and evaluates new or modified system features to ensure optimal efficiency.

Identifies and advises the responsible program administrator(s) of unmet department needs or compliance issues; researches and evaluates compliance issues; and recommends procedures to correct deficiencies.

Prepares, composes, and develops reports, graphs, charts, and correspondence relating to assigned duties.

Establishes and maintains documentation, records, files, and logs relating to student enrollment, student services, system usage, reports, and other assigned functions.

Develops, plans, and implements short and long term procedures, plans, forms, and reporting systems.

Assists in the preparation and revision of the program manuals, documents, and related forms.

Effectively uses word processing, database, and spreadsheet software application programs and student program-specific information system(s) in the course of assigned duties.

Responds to administrative, program, and other related inquiries in accordance with assigned functions.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current laws, guidelines, regulations, and rules related to student information systems and storage of sensitive or confidential data within databases.

Student information systems (operational experience required with one or more of the leading SISs; e.g., Aeries, Infinite Campus, PowerSchool, Special Education Management Information Systems, etc.).

Electronic Web-IEP Systems.

Customer service techniques and excellent interpersonal skills and techniques.

Relational database structure, design and implementation.

Structured query language (SQL).

Data warehouse concepts.

Data analysis concepts.

Microsoft Office suite (Excel expertise required).

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Correct English usage, grammar, spelling, punctuation, and vocabulary in either written or oral communication, as applicable.

**ABILITY TO:**

Think clearly and logically, use good judgment, and make appropriate decisions.

Read, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.

Maintain current knowledge of laws, rules, and regulations related to student information and data storage.

Extract and organize data from source systems in various formats to reconcile with CALPADS.

Apply technical knowledge using a structured troubleshooting methodology to successfully resolve user problems.

Communicate effectively both orally and in writing.

Utilize interpersonal skills of courtesy, tact, diplomacy, patience, and professionalism.

Establish and maintain cooperative and effective working relationships with others including the application of good customer service principles.

Maintain confidentiality of sensitive and privileged information.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Maintain a variety of records related to assigned activities.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Associate's degree in computer science, information systems, or a related field, and three years increasingly responsible experience in databases and information systems. Experience with student information systems is preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Incumbents work indoors in an office environment and are in direct contact with a variety of individuals including, but not limited to, SCCOE staff, school district staff, parents, and students with special needs. Incumbents will be required to travel from the main campus to school districts and to other sites as needed.

**PHYSICAL DEMANDS:**

Standing and sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.


Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.

Seeing to read fine print.

Hearing and understanding voices over the telephone and in person.

Moving and transporting office materials and lifting light objects.

Approved by Personnel Commission: August 21, 2019



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Jonathan Muñoz  
Director - HR/Classified Personnel Services

Date: 08/21/2019