



Program Records Technician, Special Education

**ABILITY TO:**

Perform the basic function of the position.

Monitor state and federal timelines to ensure funding and other special education entitlements.

Interpret and explain rules, regulations, policies, and procedures related to special education.

Maintain confidential student records, and prepare comprehensive reports.

Meet schedules and timelines.

Work independently with little direction.

Operate a computer, related software, and databases.

Lift light objects according to safety regulations.

Handle multiple tasks, and complete work with many interruptions.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view computer monitor; lift light objects.