



EMPLOYEE NAME: _____

Revised: 8/00; 10/12; 6/18; 3/19; 9/20; 1/22

JOB DESCRIPTION

POSITION TITLE: Technology Application Specialist for Special Education	JOB CODE: 474A
DIVISION: Academic	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Teaching & Learning Support and Specialized Services	WORKDAYS: 238
REPORTS TO: Supervisor, Special Education	PAY GRADE: Rank 8(NCT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To provide support and technical assistance to the district in the implementation and development of the technology system for Individual Education Programs	

REQUIREMENTS:

1.	Educational Level: Associate Degree with concentration in Technology or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the associate degree requirement.
2.	Certification/License Required: None
3.	Experience: Three years of relevant experience in K-12 student information software application and/or expertise, training, development and delivery of technical application systems.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Computer and technical skills; written and oral communications; ability to conduct, support, and record training sessions; project management skills; proficient in technology; knowledge of Microsoft Office and 365 applications.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Works collaboratively with special education leaders, internal technology staff and the software application team to support the use of the IEP system within the district and to manage CTLS special education communities, department webpages, and shared drive.
3.	Collaborates with technology services regarding assignments of program rights or access assistance including help desk tickets.
4.	Builds and runs specified reports to support district staff, local school staff and students entering the district.
5.	Assists in the configuration of applications for initial use and for ongoing maintenance including IEP system, district information systems – CTLS, CSIS, On-Track, and records management.
6.	Supports the training of special education staff for the initial implementation; conducts ongoing training for new staff members.
7.	Develops and revises training materials and reference guides for special education staff to ensure consistency between processes and platforms.
8.	Collaborates with district special education leadership on needed changes and updates to the necessary application programs.
9.	Troubleshoots navigational tools for users of IEP platform and district information systems.

10.	Collaborates with technology and accountability staff on FTE, Student Class and Student Record data collections for students with disabilities.
11.	Provides technical support for special education extended school year.
12.	Provides process updates to ensure consistency of guidance for both conducted IEP meetings and state reporting processes.
13.	Works collaboratively with internal staff across departments and external vendors for the IEP system.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____