

CLASS TITLE:

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Under the supervision of an assigned director performs a wide variety of journey level professional administrative work in areas such as planning, budgeting, purchasing, data management, and research and technical support functions for student programs operated by the Santa Clara County Office of Education.

The Student Services Specialist functions as a lead to School Office Coordinators and administrative/clerical staff providing direction and training and computer software support to a cluster of student/instructional program sites and has responsibility for the development and maintenance of data collection, special projects reporting systems, department procedures, and information systems and software related to student programs. Serves as a resource to other County office departments and public and community service agencies. Use of initiative, organizational and problem solving skills, and independent judgment in the process of routine and complex administrative details is necessary.

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ESSENTIAL DUTIES:

Performs a wide variety of journey level professional administrative work that includes planning, purchasing, data auditing, research, data analysis and technical support functions

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

Prepares, composes and develops reports, graphs, charts, and correspondence relating to assigned duties; monitors state required monthly reports and arranges and collects data for reports

Trains School Office Coordinators on the coordination of the day to day operations of the school office

Remains abreast of new or revised state and/or federal regulations affecting student programs, procedures, and computer information systems

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

Plans, organizes and participates in the development of

May represent the County Office of Education and the student instructional program, and/or site on various committees; participates in the development of school site improvement plans

OTHER DUTIES:

Performs all other related duties as required

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Approved by the Personnel Commission: September 9, 2015; Revised November 8, 2017



Jonathan Muñoz
Interim Director of HR/Classified Personnel
Services

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Date