

MANAGER - SPECIAL EDUCATION DATA  
(Yorktown #1-Lakeland)

GENERAL STATEMENT OF DUTIES: Manages all student and staff automated data for the Department of Special Education; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Pupil Personnel Services, the incumbent has overall responsibility for the management and support of all automated data for the Special Education Department. The incumbent plans, directs and coordinates the maintenance and reporting of all student and staff data. The work involves the development and implementation of procedures to insure accuracy and relevancy of information input into the computerized system. The incumbent trains and supervises appropriate personnel in the collection, analysis and reporting of data, i.e. Guidance Counselors, Social Workers, Therapists, clerical support staff, etc. for the timely provision of student services and reimbursement from State and Federal Agencies.

EXAMPLES OF WORK: (Illustrative Only)

Oversees, coordinates and monitors the student and staff data for the Department of Special Education;

Develops or participates in the development, interpretation and communication of policies, procedures and standards as they relate to the Department, taking into consideration technical, fiscal and staffing resources;

Confers with school Business Office, Office of the Registrar and Office of Grants, Programs and Testing to ensure compatibility of reporting initiatives;

Trains and supervises appropriate personnel in the collection, analysis and recording of data for the accurate reporting of information;

Coordinates data information with the appropriate staff;

Trains Teachers, Principals, Guidance Counselors, Therapists, etc. in the use of the database system to insure the timely provision of services and programs;

Produces and submits reports to the State Education Department and State, Federal and local agencies in compliance with required guidelines and deadlines;

Analyzes the impact of proposed policies and legislation as they pertain to special education students and the funding associated with their services;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Oversees audits on information system

Modifies, updates and expands records and reports, as needed;

Troubleshoots processing and peripheral computer equipment problems; will notify repair service, as warranted.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of database applications for computers in a workstation, end user environment; good knowledge of the application of technical software to produce specialized reports; good knowledge of supervisory principals and practices and the ability to implement them; ability to perform audits on statistical reports; ability to define reporting requirements and to collaborate in the generation of reports from the database; ability to plan, coordinate, direct and delegate effectively; ability to understand complex oral and written technical instructions and interpret for general staff; ability to communicate effectively with instructional, administrative, technical and support staff; ability to train and coordinate the work of others; initiative; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) Bachelor's Degree in Business Administration, Management, School Business Management or related field and five (5) years business or fiscal management experience which must have included two (2) years recent experience in data management in a school district, hospital, Department of Social Services or similar facility, and (1) year of supervisory experience; or (b) an Associate's Degree in Business Administration, Management, School Business Management or related field and seven (7) years of the specialized experience which must have included two ((2) years recent experience in data management as in (a) above, and (1) year of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Satisfactory completion of a university based certificate program i.e. Columbia, Skidmore, NYU, Chubbs, with an emphasis in database management, may be substituted for the two (2) years recent experience in data management.

SPECIAL NOTE: Business experience is defined as experience that involves decision making in areas such as organizing priorities, evaluating and acting on financial records, account analysis, etc.

SPECIAL NOTE: Recent experience is defined as that which was gained in the last five (5) years.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.