Martinez Unified School District  
Classified Job Description  

Instructional Support Services Data Compliance Technician  
10.5-Month Position

Definition
Under the supervision of the Director of Student Services, perform specialized and complex duties to ensure the district meets compliance standards as mandated by the state and federal government.

Example of Duties
• Audit confidential special education files to ensure compliance standards are met;  
• Serve as LEA MAA coordinator and as a liaison between district and County Office(s) of Education, which includes training, auditing time surveys, gathering and compiling data, preparing invoices for reimbursement;  
• Responsible for inputting Medi-Cal reimbursement;  
• Under general supervision, perform clerical duties to support the TUPE (Tobacco Use Prevention Education) program and healthy kids survey;  
• Gather, summarize and compile data to assist with self-reviews and state audits when appropriate;  
• Review reports to ensure deadlines within the department are achieved;  
• Develop and maintain training manuals for special education staff, which outlines established District policies and procedures, state time lines relating to IEP process, and examples of forms to assist educators in completing detailed IEP paperwork;  
• Assist Administrator and Administrative Assistant as needed.

Desirable Qualifications
Knowledge of:
• Organization of clerical operations;  
• Methods used in preparing complex reports;  
• Modern office methods and equipment, including telephone technique, letter and report writing;  
• Special education federal mandates related to IEP process;  
• Medi-cal reimbursement.

Ability to:
• Learn, interpret and apply District policies, rules and regulations, and procedures;  
• Understand and follow complex instructions, both oral and written;  
• Maintain complete and accurate records and prepare concise reports;  
• Work efficiently under pressure with constant interruptions;  
• Type at a net corrected speed of 45 words per minute;  
• Maintain cooperative working relationships with those contacted in the course of work;  
• Function in situations requiring tact, diplomacy, and discretion.

Experience
Two years of responsible and varied levels of clerical experience.

Education
Equivalent to the completion of the twelfth grade, including or supplemented by courses in office practices.