

Definition

Under general supervision, to perform clerical work involving compiling and posting students records and reports; to assist students, parents, and teachers in matters relating to student data; and to do related work as required.

Distinguishing Characteristics

Employees in this class normally work under general supervision of the school Director of Pupil Personnel Services and have considerable independent responsibility for maintaining accurate records.

Examples of Work Activities

Prepares all forms for transmittal of new student data and student schedule changes to data center; sends and requests transcripts and cum folders; prepares new transcripts; checks graduation requirements, cum folders and answers inquiries about students within limits of the law; checks, verifies and codes new student transcripts, distributes, collects and verifies grading materials from faculty for data processing; organizes forms, student scheduling materials, master class schedules for fall and spring mill-in; maintains daily enrollment count, student alpha list and course schedule list; assists in registering and scheduling new students; compiles and verifies data for complex State and Federal reports; prepares honor roll; microfilms student permanent transcripts, orders and maintains supplies for Counseling Center including teacher roll books; processes withdrawal forms for students checking out of school; maintains a variety of records and files including the responsibility for student scheduling, teacher roll lists and tallying counts; types and issues report cards for Summer School and posts SS grades on transcripts; assigns and supervises work of student aides.

Employment Standards

Education and Experience: The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described; two years of typing and clerical experience involving public contact and record maintenance responsibilities, preferably in the school district; two years of computer usage experience.

Knowledge of: Basic elements of good English usage, spelling, and arithmetic; office methods, practices, procedures and equipment; record keeping using data processing format; curricular programs, graduation requirements and departmental policies.

Ability to: Learn and apply District rules, regulations, and procedures; make arithmetical calculations with speed and accuracy; supervise student assistants; type at a speed of 45 words a minute from clear copy; make sound, fair judgments in resolving problems concerning student records; deal effectively with parents, students, and school officials in a wide variety of situations concerning student records.

Adopted: H.S. Board 8/78

Revised: H.S. Board 3/84