

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Tracy Adult School Registrar/Testing Technician

DEPARTMENT/DIVISION: Tracy Adult School

POSITION SUMMARY:

Under general supervision, to act as registrar/testing technician to the Adult School Principal or designee. Perform responsible duties involving compiling and posting student records and reports; to assist students, parents, teachers and counselors in matters relating to student data. Performs responsible duties involving the maintaining and testing of the General Educational Development Test and the State required proficiency tests; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Performs a wide variety of specialized duties including those responsibilities of a confidential nature dealing with students.
2. Establishes, maintains and insures proper use of confidential files.
3. Prepares and inputs all transcripts accurately on student counseling sheet and in ASAP program.
4. Responsible for checking the accuracy and completion of student graduation requirements.
5. Responsible for posting all grades and expediting to various school sites.
6. Responsible for requesting and receiving student transcripts.
7. Responsible for registering and scheduling new students.
8. Distributes, collects and verifies grading materials from faculty for data processing.
9. Responsible for transmittal of new student data and student schedules.
10. Responsible for maintaining, issuing and correcting the General Educational Development Test and the high school State required proficiency tests.
11. Assists in compiling and verifies data for complex State and Federal reports.
12. Composes correspondence from brief verbal instructions and, upon own initiative.
13. Responsible for preparing fall, spring, summer schedules
14. Must work well in a close team environment.
15. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent required. 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 clerical experience involving public contact and record maintenance responsibilities, preferably in the school district; two years of computer usage experience.

SKILLS AND QUALIFICATIONS:

1. Ability to meet deadlines.
2. Knowledge of school district practices and procedures relating to the office to which assigned.
3. Meet the public and other District employees tactfully and courteously, and answer questions in person and over the telephone.
4. Knowledge of office methods and practices, including filing systems, receptionist and telephone techniques, business forms, letter and report writing.

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SKILLS AND QUALIFICATIONS: Continued

5. Operates a variety of office equipment, including computer, adding machine, typewriter, duplicating and communications equipment.
6. Ability to use various computer software programs, including Adult School Administration Program (ASAP) and e-mail.
7. Must have strong organizational skills.
8. Ability to take responsibility for the preparation of reports and documents; make mathematical calculations with speed and accuracy, and general communication needs of the office.
9. Types at a speed of 45 words per minute from clear copy, and 10-key skills.
10. Ability to perform a variety of duties involving use of independent judgement, accuracy, speed, and confidentiality.
11. Ability to maintain a cooperative working relationships with those contacted in the course of duties maintaining confidentiality of specified information.
12. Understand and implement complex oral and written directions given in English.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operated standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a close/standard office environment and come in direct contact with school district staff, students, parents, and the public.

SALARY: Classified range 36

DOS: 10 months

Board Approved: TUSD 8/9/00