

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Student & Family Resources Technician

Pay Table: Support

Pay Grade: 8

FLSA Status: Non-Exempt

Job Code: 888

Reports to: Department head or other supervisor

JOB SUMMARY

Under the supervision of the Student and Family Resources Director, or the Responsive Services/Social Emotional Learning Director, the Student and Family Resources Technician coordinates, monitors, facilitates, and maintains documentation for major Student and Family Resources functional areas of responsibility (e.g. school counseling, crisis response, prevention grants, safe schools, variances, admissions, guardianships, state report filing, clinical team assessments, and foreign exchange students.)

ESSENTIAL JOB FUNCTIONS

- Answers the telephone and makes telephone calls. Greets visitors. Screens calls and visitors to determine assistance required and appropriate source of information. Schedules appointments when required.
- Provides information from files and records or knowledge of departmental programs and policies. Makes routine operating decisions within established guidelines. Resolves problems relating to area of knowledge and responsibility.
- Schedules conferences and meetings upon request of supervisor. Makes appointments within specified hours or after consulting with supervisor. Contacts personnel to attend. Takes notes at meetings concerning decisions and discussions. Prepares minutes and submits to supervisor for approval. Prepares and sends out meeting agendas and distributes minutes.
- May sit on or work with various committees and boards (i.e. District Case Management Team, School Safety Sub-Committee, Tiered Supports Team, Alternative Ed Committee, etc.)
- Prepares data pertaining to functional areas of responsibility (i.e. requests for information, follow-up correspondence, transmittals, etc.)
- Enters and processes data in computer programs (i.e. student records, budgets, project scheduling, personnel actions, maintenance requests, etc.)
- Assists with preparation and distribution of departmental brochures, newsletters, schedules, curriculum materials, etc.
- Maintains numeric and/or alphabetic files and records.
- Prepares and reconciles payroll.

- Arranges applicant interviews. Processes personnel actions.
- Assists with arrangements for workshops, trainings, etc. Sends announcements and enrollment forms; receives applications; receives and processes enrollment fees; prepares required materials; maintains records; may attend and assist with presentation details.
- Monitors budgets; effects budget transfers; prepares budget reports.
- Processes expenditure requests and purchases.
- Processes credit card transactions and orders warehouse supplies.
- Maintains financial and related records. May receive and receipts monies.
- Processes travel and reimbursement requests
- Processes foreign exchange government issuing of I-20 Visas/certified transcripts.
- Provides certified copies of transcripts, issuing appropriate diplomas
- Registers students from treatment centers, enters their grades/credit, distributes report cards/transcripts.
- Represents DSD in Second District Juvenile Court guardianship court hearings
- Accepts and processes payments for student boundary variances
- Loads professional development courses on the state MIDAS system. Issues licensure credit upon completion of the course.
- Reviews all discipline entries district-wide to be submitted to the state and federal government

MINIMUM REQUIREMENTS

- High school graduation or equivalent education and/or experience.
- Two (2) to five (5) years of related office experience and/or post-high school education.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to operate small office equipment and computers.
- Familiarity with word processing programs.
- Strong English written and verbal communication skills.
- Ability to communicate detailed procedures and processes (over the telephone and in person).
- Strong interpersonal skills for dealing with public and other office staff.
- Ability to research accurately and compile technical information.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally, and/or negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.