

JOB DESCRIPTION

Title:	Student Services Assistant	Reports To:	Student Services Director
Department:	Student Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input type="checkbox"/> Unrepresented <input type="checkbox"/> Management
Hours:	Varies	No. of Work Days:	200 days
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Range 33 <input type="checkbox"/> CSEA 860

DEFINITION:

Under general supervision, organize, coordinate, schedule and perform a wide variety of complex administrative office activities; coordinate communications between administrators, counselors, site and department personnel, parents/guardians, students and the general public; enroll new students, assure completeness of forms, adherence to the law and board policy, prepare and maintain accurate student records, compile and maintain accurate enrollment lists, accurately input data into the district student information system, assure efficient and timely completion of office projects and activities; assist with a wide variety of technical and administrative detail.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Director of Student Services. Exercises no supervision of staff.

ESSENTIAL FUNCTIONS:

- Perform necessary functions related to student enrollment and placement.
- Input data necessary to enroll and transfer students; enter a variety of information to district student information system.
- Maintain and file inactive student records; when school is not in session withdraw students.
- Receive and greet visitors and callers including students, teachers, administrators, parents/guardians, and the public.

- Provide information or direct to appropriate personnel.
- Update, monitor, and relay information to the public as it relates to enrollment and placement information concerning policies, procedures, and established guidelines.
- Coordinate and facilitate communications and serve as liaison between District and site personnel, parents/guardians, students, school and community organizations and the general public.
- Produce reports and other documents to carry out the clerical phase of complex procedures; prepare and maintain appropriate data and records.
- Review and verify immunization records for compliance with state laws and assist parents/guardians with related forms.
- Maintain a variety of files; maintain confidential records and information including information of a sensitive nature.
- Prepare, maintain and provide a variety of lists, records, and reports regarding student records.
- Communicate effectively orally and in writing.
- Duplicate, collate, and assemble various district materials as requested.
- Create, maintain and update lists of applications and enrollments for all district programs.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- 2 years of office experience

KNOWLEDGE AND SKILLS:

- Operate a variety of office equipment including a computer and all applicable software
- Perform duties effectively with many demands on time and constant interruptions
- Ability to enter data accurately
- Type at a rate of 45 WPM with accuracy
- Correct use of grammar, vocabulary, and punctuation
- Interact positively with peers, the public, and students
- Exercise good judgment

PHYSICAL REQUIREMENTS:

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	I		Lift/carry 0-10 lbs	F
Twist	I		Lift/carry 11-25 lbs	I
Squat	I		Lift/carry 26-40 lbs	O
Kneel	O		Lift/carry 41-100 lbs	O
Climb	O		Stand	F
Reach above shoulder	O		Walk	F
Grip/Grasp	I		Sit	F
Extend/Flex Neck	I		Drive	O
Use Right Hand	F		Perform Repetitive Hand Motions	F
Use Left Hand	F		Keyboarding/Mouse Work	F
Ability to See	F		Ability to Hear	F

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