



SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: Admissions and Family Services Technician

CLASS CODE: 494

CHARACTERISTICS OF THE CLASS:

Under general supervision, the Admissions and Family Services Technician is responsible for the enrollment and registration of students, requesting student records, transcripts and permanent records, entering student data into the district's student system and for performing a wide variety of special and technical clerical tasks unique to the Admissions and Family Services Center; performing related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Individuals in this classification have a large volume of student and public contact; they are expected to solve a variety of problems independently and to recognize which problems require supervisory assistance.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Enroll new students or transfer existing students, completing all necessary forms and paperwork, ensuring compliance with entry and/or eligibility requirements (immunization, proof of residence, verification of approval for entry, preschool program eligibility, etc); meet with parents and students to explain entry requirements; communicate with parents and others regarding enrollment and transfer policies, procedures and options and provide information and assistance regarding enrollment and intra/inter-district transfers; verify correct addresses and school boundaries; process placement of students due to overflow of enrollment and notify Transportation as needed; provide information regarding District programs and services for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established guidelines; implement and maintain records of waiting list movement, transfers, appeals, etc.; request transcripts and records of new students from previous schools; act as liaison with other schools, offices and school districts on matters related to student records; may be required to update and maintain accurate records for student inter- and intra-district transfers; access database and spreadsheet records for the purpose of creating, entering, extracting, arranging and/or updating data; assist other personnel as may be required for the purpose of supporting them in the completion of their work activities; may direct the work of other clerical personnel as well as students; prepare correspondence, records, reports, bulletins or other materials as needed; perform work on the latest office equipment.

QUALIFICATIONS:

Education/Experience: Increasingly responsible clerical experience involving public contact.

Knowledge and Abilities:

Knowledge of federal, state and district policies and procedures regarding enrollment and attendance;

Admissions and Family Services Technician
Page 2

Knowledge of general principles and operation of computer systems, related equipment and data processing techniques;

Knowledge of modern office practices and procedures, including filing systems;

Knowledge of correct English usage, spelling, grammar and punctuation.

Ability to deal with the public in a tactful and courteous manner;

Ability to communicate effectively, giving verbal directions, instructions or information clearly and concisely;

Ability to establish and maintain cooperative and effective working relationships;

Ability to exhibit diplomacy, friendliness, poise and firmness as appropriate;

Ability to learn and implement District assignment/enrollment policies and procedures and apply them with good judgment in a variety of procedural situations;

Ability to analyze situations and adopt an effective course of action;

Ability to perform clerical tasks with maximum efficiency and accuracy;

Ability to understand and carry out oral and written instructions;

Ability to learn to operate a computer and related equipment, including scanners, digital imaging equipment;

Ability to utilize vocabulary, grammar, punctuation and spelling effectively;

Ability to input data and type accurately.

Ability to type/keyboard at a speed not less than 45 words per minute.

WORKING CONDITIONS:

Environment:

Indoor office environment; frequent interruptions.

Physical Demands:

With or without the use of aids: Sufficient vision to see small print; sufficient hearing to hear normal and telephone conversations; sufficient dexterity to write, operate telephone, computer and other business machines; sufficient mobility to reach overhead, above the shoulders, and horizontally to store or retrieve files and records; ability to see to monitor enrollment operations and prepare various reports.

Hazards:

May come into contact with dissatisfied or abusive individuals.

Licenses and Certificates:

Possession of, or willingness and ability to obtain a valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any equipment/vehicle requiring this license.

Other:

May travel to school sites and may occasionally work overtime and on weekends.

Board Approved: 4/15/09