

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: SUPPLEMENTAL SERVICES TECHNICIAN

BASIC FUNCTION:

Under the direction of a designated administrator, performs a variety of technical and clerical duties in the areas of categorical programs, student discipline and student attendance.

ESSENTIAL DUTIES:

Provides technical assistance in the areas of categorical programs, after school programs, data and grants.

Provides technical assistance with data gathering, statistical analysis and data related to student testing/evaluation.

Compiles data from a variety of sources to complete complex reports.

Executes complex queries and reports using a variety of complex programs, including student-records database.

Performs complex secretarial and clerical duties to relieve the supervisor and or department head of administrative clerical details.

Responds to inquiries in person and by telephone, including other district personnel, parents, students, and the public; provides information or directs to appropriate personnel; provides technical information concerning policies and procedures in accordance with established procedures or guidelines.

Assures timely communication between the office or department to which assigned and other district offices and employees through the appropriate use of any and all of the following techniques: telephone, memos, bulletins, e-mail, letters, and notices.

Accesses and inputs information via the District's computerized records data management system.

Types a variety of items including inter-office communications, forms, letters, special reports or projects, and other materials.

Maintains a variety of complex records, logs, budgets, lists, statistical information and files including materials of a confidential nature.

Researches and compiles information and computer-generated statistical information.

Completes state and federal reports, and applications pertaining to grant programs.

Coordinates communications between the office or department.

Checks records for accuracy and proofreads reports, documents, and other data for accuracy.

Attends appropriate meetings, trainings and conferences.

OTHER REPRESENTATIVE DUTIES:

Provides secretarial and clerical assistance as necessary or directed.

Receives, sorts, and distributes incoming mail.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to a district-level supervisor or administrator.

Internal Contacts: Frequent contact with administrative personnel, other secretarial and clerical personnel, and other district employees.

External Contacts: Occasional contact with personnel of other school districts, employees of the County Office of Education and Department of Social Services, as well as those of federal, state, and local agencies.

QUALIFICATIONS:

KNOWLEDGE OF:

District and department organization, operations, procedures, policies, and objectives.

Current up-to-date office practices, procedures, and equipment.

Telephone techniques and etiquette.

Statistical and financial record-keeping techniques.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills; using tact, patience, and courtesy.

Operation of a computer work station and other office machines.

A variety of complex software programs and their use.

Familiarity with Microsoft Office, Excel, PowerPoint and ACCESS computer programs.

Report preparation techniques, special projects, correspondence, and other communications.

Methods used in compiling complex statistical and financial record-keeping reports.

ABILITY TO:

Write queries and organize diverse data.

Prepare complex reports, using appropriate software programs.

Read, comprehend and apply provisions of federal, state and district regulations.

Maintain confidentiality and utilize discretion in all communications.

Operate a variety of complex software programs.

Perform work independently with little direction.

Keyboard at 45 words per minute from clear copy.

Establish and maintain effective working relationships with others.

Read, interpret, and follow rules, regulations, policies, and procedures.

Operate a variety of office equipment including a computer, word processor, typewriter, personal desk assistant, calculator, copier, and duplicating machines.

Make arrangements for meetings, workshops, and conferences.

Maintain a variety of filing systems.

Maintain records and prepare reports.

Set schedules and meet time lines.

Communicate effectively both orally and in writing.

Complete work regardless of interruptions.

Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed.

Make complex mathematical calculations with accuracy and speed.

Designs graphs/charts to support evaluation findings.

Plan, organize, and coordinate office activities in order to relieve the supervisor or administrator of administrative/clerical details.

EDUCATION AND EXPERIENCE:

- (1) Education: Graduation from high school (or equivalent) Courses in typing, office practices and procedures is desirable.
- (2) Experience: Two (2) years of recent increasingly responsible office/clerical support staff duties including experience with networked personal computers using relational databases.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move objects up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PREPARED BY:	<u>Classified Personnel Department</u>	DATE:	February 2007
APPROVED BY:	Board of Trustees	DATE:	February 15, 2007
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