



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Student Services Supervisor	#2410
SALARY PLACEMENT:	Classified Confidential Salary Schedule Range 9	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:

Possess a high school diploma or equivalent. Previous work experience in school office related duties. Proficient in word processing, spreadsheets, and student database information systems. Four years of varied and progressively responsible experience working in a school office. Knowledge of forms and statistics. Experience in maintaining individual-level data including but not limited to; student demographics, course data, discipline, assessments, and other data for state and federal reporting.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Training in the use of various recordkeeping techniques. Experience in developing student services policies and procedures. Knowledge of student attendance laws, enrollment, nutrition, state and federal reporting requirements and/or guidelines, including training in the use of California Longitudinal Pupil Achievement Data Systems (CALPADS). Experience working in student services for a school district or county office of education. Experience working in a supervisory level capacity.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Ability to supervise, leads, train and evaluate staff. Knowledge of Federal and State laws, California Education Code, and department policies and procedures relative to student services. Ability to analyze student data and prepare accurate records and reports. Ability to operate a computer and knowledge of assigned software. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under the direction of the Director of Student Services, monitor, process and prepare state and federal reports for County Operated Schools and Programs. Assist in all aspects of student services. Establish procedures for County Operated Schools and Programs –Student Services Department. Utilize independent judgment and problem-solving skills in relation to assigned areas of responsibility.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Process state and federal reports for County Operated Schools and Programs Student Services.
2. Complete tasks within established timelines and reporting periods.
3. Work effectively with school districts, community organizations, government agencies, parents, students and/or staff.
4. Implements and monitors the requirements of the Child Nutrition Program.

5. Monitor, identify, plan and organize student information system needs.
6. Establish controls and audit trails within the student information system to insure completeness and accuracy of data and reports.
7. Instruct and assist staff in the use of student information systems.
8. Maintain strict confidentiality on all job-related matters.
9. Supervise and evaluate staff.
10. Input and monitor data on student demographics.
11. Make mathematical calculations with speed and accuracy.
12. Prepare correspondence independently using proper English usage, spelling, grammar, and punctuation.
13. Perform other related duties as assigned.

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, operate 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, pull 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 standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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