



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Student Services Technician</b>	<b>#2176</b>
<b>SALARY PLACEMENT:</b>	<b>Classified Salary Schedule Range 28</b>	

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**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

High School diploma or equivalent. Proficient in computer use along with word processing, spreadsheet, and database information systems.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Two years of varied and progressively responsible experience involving student services and/or clerical experience. One year of experience in school-related clerical duties. Proficiency on computer student information system. Knowledge of general attendance laws, school enrollment, and guidelines. Basic knowledge of statistics. Experience working in a school district or county office of education, working directly with students in some type of student services function.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Typing/word processing, data base, spread sheets, skills. Ability to carry out oral and written directions; ability to write correspondence independently; make routine decisions; communicate effectively; establish and maintain cooperative working relationships; be flexible and receptive to change.

**SUMMARY OF POSITION:**

Processes and prepares attendance and enrollment reports for County Operated Schools and Programs (COSP); and assists in all aspects of student services under the direction of the Student Services Manager. Does related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Processes attendance and enrollment for COSP sites
2. Prepares Average Daily Attendance and Enrollment reports for assigned COSP sites.
3. Processes and maintains active and inactive student files.
4. Maintains strict confidentiality on all job-related matters.
5. Inputs data on student demographics, attendance, and enrollment.
6. Makes mathematical calculations with speed and accuracy.
7. Prepares correspondence independently.
8. Performs 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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