

**CLASSIFIED JOB DESCRIPTION**

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**STUDENT PLACEMENT LEAD**

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**JOB SUMMARY:**

Under general supervision, performs a wide variety of complex work requiring specialized knowledge and the ability to provide explanations of Student Placement policies and procedures.

**ESSENTIAL JOB FUNCTIONS:**

- Places overflow students and collaborates with Transportation Department.
- Processes interdistrict and intradistrict transfer applications.
- Calculates, records, and maintains records of student attendance and placement.
- Provides statistical data and reports on Student Placement.
- Maintains files and records of students placed in neighborhood and non-neighborhood schools.
- Prepares data to compare student enrollment with neighborhood enrollment.
- Notifies parents of transfer renewals, transfers, and interdistrict permits.
- Maintains street directory.
- Compiles data for boundary adjustment studies.
- Monitors programs and alternatives for placement of students.
- Researches student cumulative records.
- Composes and distributes forms, memos, letters, electronic messages, and schedules independently.
- Converses with staff, public, and parents regarding District procedures related to student enrollment.
- Prepares demographic student information reports.
- Calculates class size reduction enrollment for internal verification.
- Communicates student placement information and clarifies department procedures regarding student enrollment.
- Operates computer, fax machine, copier, and other office equipment.
- Establishes rapport with support system with staff, community, and parents.
- Assists with staffing projections.
- Knowledge of word processing system and Pentamotion GSMS system.
- Other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Evidence of recent successful experience working with financial or statistical records and system.
- Ability to plan and conduct operations involving transactions requiring accountability and accurate controls; type at a speed of 50 net words per minute; make mathematical calculations with speed and accuracy; cooperate with those contacted in the course of work; may direct work flow of department clerical personnel; operate a variety of office

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machines including computers; maintain effective working relationships, communicate, and interact effectively and professionally under pressure.

- Knowledge of modern office practices and procedures including the preparation of various forms of correspondence and office equipment operation; correct English usage, spelling, and punctuation.
- High school diploma or GED required. Preferably including or supplemented by courses in office procedures, computer skills, and bookkeeping/accounting systems.

*Classified Salary Schedule: Range 38*

*BOARD APPROVED: 08/20/02*

*REVISION DATES: 07/17/23*

*08/09/2023*