Birmingham Community Charter High School
Admissions & Records Office Assistant

Title: Admissions & Records Office Assistant
FLSA Status: Non-Exempt
Reports to: Assistant Principal/Director
Supervises: N/A

DEFINITION:
Under the direction of an assigned Site Administrator or designee, performs a variety of diversified clerical duties in support of the Admissions & Records office; collects, assesses and processes documents and forms for admitting new students and for transferring students to other schools; assists visitors and callers to the office and maintains positive public relations;

ESSENTIAL FUNCTIONS:

- Assist in the residency verification and determination of applicants seeking admission to Birmingham Community Charter School;
- Verify and process applications for admissions;
- Verify education completion including graduation;
- Calculate and check accuracy for students' credits and transcripts;
- Assist visitors to the office and maintain positive public relations with others;
- Respond to inquiries and provide a variety of information to staff, students, parents and the public in a tactful and courteous manner;
- Answer phones and professionally greets callers, takes and distributes phones messages timely and accurately;
- Communicate with other departments, staff and outside organizations to exchange information and resolve issues or concerns related to assigned activities;
- Set up, input, and maintain student files;
- Maintain confidentiality of student records;
- Assist Deans with all matters regarding student records;
- Request or provide information and records as necessary to assure completeness and accuracy of admissions process and maintenance of student records including students' educational history from previous country, as needed;
- Receive, sort and distribute mail; coordinates mailings and copying; prepare and distribute informational packets and bulk mailings as directed;
- Direct students and/or parents/guardians in the process for submitting various fees
- Prepares letters and forms;
- Make appointments with Administrator when needed for new enrollments;
- Take ID picture for new students, as needed;
- Execute subpoena of student records requests;
- Transmit of records as needed;
- Purge student records after middle school;
- Update graduation data on cumulative record;
- Close out student records for final digitalizing;
- Purge student health records;
- Communicate with Academic Counselors and EL Coordinator regarding new enrollments;
- Finalize withdrawal process by closing record and designating inactive file;
- Prepare for public lottery and maintain/modify multiple lottery documents and waitlists;
- Pick up tasks of Counseling Center Office when school is not in session and/or the Office is closed
    - Process withdrawals, change of addresses and update emergency contacts;
- Assist the Blue & Gold Center when school is not in session and/or the Center is closed
    - Create or renew work permits and provide recent graduates with official transcripts
- Assist with summer school
    - Enrollment
    - Directing calls and parents to summer school office
- Assist with pick-up of diplomas following graduation;
- Train and supervise additional personnel during peak enrollment season;

- Participate in a variety of special projects as assigned
- Assist in providing support to other offices when needed
- May provide translation verbally and written in a second language as needed when qualified
- Special duties per the office function
- Perform related duties as assigned

KNOWLEDGE OF:
- Modern office practices, procedures and equipment
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Basic arithmetic
- Operation of computer and various office machines
- Microsoft Office, Word and Outlook
- Web browsing techniques
- Telephone techniques and etiquette
- Record keeping and report preparation
- Interpersonal skills using tact, patience and courtesy
- School admissions regulations, policies and procedures

ABILITY TO:
- Multi-task
- Ability to perform clerical tasks such as filing, typing, copying and maintaining routine records
- Relate well to adults and children by working effectively with employees, students, and the public
- Understand, interpret, and apply pertinent rules, guidelines and procedures pertaining to student admissions and records
- Organize files, keep accurate records
- Use assigned computer to input, edit, extract, and format data and information
- Type rapidly and accurately using a computer keyboard
- Produce, retrieve, and store word documents, email documents, and spreadsheets
- Communicate effectively orally and in writing
- Answer telephones and greet the public courteously
- Complete work with many interruptions
- Receive, sort and distribute mail
- Interpret and converse bilingually in English and Spanish when qualified

EDUCATION:
Graduation from high school or evidence of equivalent educational proficiency.

An Associate of Arts degree from a recognized college or 60 semester or equivalent quarter units from a recognized college or university preferred. Courses in Microsoft Office, office practices and procedures, business arithmetic, and business English preferred.

EXPERIENCE:
Minimum of two years of previous clerical office experience, at least one of which was in a school setting.

PHYSICAL DEMANDS:
- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run
- Perform light physical exertion
- Lift and carry up to 25 pounds
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work at a desk, conference table or in meetings of various configurations
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

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Employee Signature Date