CLASS TITLE: STUDENT RESOURCE TECHNICIAN

DEFINITION: Under general supervision performs responsible technical/clerical work with the high school student programming process; provides comprehensive program planning information and materials to students; assists administrator with scheduling and class selection and/or changes, and performs related work as required.

EXAMPLE OF DUTIES:

- Enters routine program changes for students, referring those requiring departure from standard procedures to an appropriate staff member
- Resolves programming errors through extensive review of data processing reports
- Operate a computer to enter and retrieve guidance related information
- Reviews and reports on various aspects of student permanent record files
- Enters program changes as determined by teacher, administration, parents, class leveling and lists submitted b departments
- Handles inquiries from students, teachers or parents regarding grades, programs, etc.
- Monitors attendance for certain designated students, contacting student and parents when absenteeism is a problem
- Refers serious absenteeism to administration
- Schedules appointments with appropriate staff, on student request or as needed
- Participates in departmental staff meetings
- Monitors student programs at each grade level to ensure all requirements are met for graduation
- Alerts students and parents to course and program requirement deficiencies, providing information on correcting deficiencies
- Keeps records of proficiency scores
- Maintains records
- Perform a wide variety of routine and responsible clerical work, including typing and computer operation
- May translate and interpret for non-English speaking students

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to completion of high school level coursework in arithmetic or bookkeeping, two years of increasingly responsible clerical experience and experience in dealing with students and young adults..

Knowledge of:

- Applicable state laws, district policies, procedures and other regulations governing student educational programs and student attendance
- Modern office equipment and procedures
- Report preparation and correspondence methods
- English usage, spelling, grammar and punctuation
- General principles of supervision and training

Skills in:

- Performing a variety of clerical tasks in an accurate and timely manner
- Establishing and maintaining effective working relationships with others
- Preparing records and reports
- Communicating clearly and orally and in writing
- Following oral and written instructions
- Training others
- Typing with speed and accuracy
- Operating a computer and software

Ability to:

- Learn to interpret and apply rules, policies, procedures and regulations
- Read, write and/or speak a second language may be required of some positions in this class
- Work under pressure with frequent interruptions
- Operate a computer and software

Licenses and Certificates:

- A valid California driver's license