

**CLASS SPECIFICATION
Student Records Assistant**

GENERAL PURPOSE

Under general supervision, performs detailed and responsible administrative record-keeping duties for student academic, testing, attendance and health information; maintains and updates student cumulative and permanent records and records and inputs student data; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Student Records Assistants are responsible for performing administrative duties pertaining to the creation, maintenance and updating of student records. Incumbents are responsible for maintaining and updating permanent student records and performing administrative support duties in support of school office functions.

Student Records Assistant is distinguished from Senior Student Records Assistant in that an incumbent in the latter class performs more complex and responsible administrative duties pertaining to the creation, maintenance and updating of student records. Student Records Assistant is further distinguished from other school office support classes by the incumbents' primary focus on the creation and maintenance of student records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Creates, prepares, records, inputs, maintains, reviews and updates student academic, testing, attendance and health records, including grades, credits, grade and student data changes, test scores, student achievements, immunization and health information; transfers student information to permanent record cards; verifies student information; files student records, files and folders; assists staff in finding records.
2. Types and processes all paperwork for new students; ensures enrollment packets are accurate and complete; inputs student data in student records databases; inputs class schedules for new students and makes class schedule changes at request of coordinator or counselor; contacts students with mail return and incomplete emergency cards.
3. Answers, screens and refers telephone calls; takes telephone messages and sends messages to students; greets and directs visitors; assists students or parents in person and/or by telephone; responds to parent, student and staff questions; provides general program information.
4. Coordinates and implements District and school programs; identifies students in need of academic enrichment based on established criteria, creates student profiles and data enters and updates student information; prepares registration forms and information letters and distributes school-wide; schedules students into appropriate classes; prepares student program schedules; maintains and updates program and attendance records; makes arrangements for nutrition and transportation.
5. Types, formats, revises, prints and distributes correspondence, memoranda, forms, lists, reports and other documents; types from dictation, rough notes, drafts, and brief oral instructions; composes routine correspondence; types letters of verification and recommendation.

6. Orders, distributes and collects test booklets and scantrons; pre-prints answer scantrons; codes test booklets; scans answer sheets and corrects scanning problems as they occur; generates and distributes testing reports for teachers and administrators; assists in re-packing tests according to state guidelines.
7. Prepares and distributes materials for teachers; requests and distributes class rosters and report card scantrons to teachers; collects, mails and distributes progress and grade reports; orders permanent record cards and labels for incoming students.

QUALIFICATIONS

Knowledge of:

1. Office administrative and management practices and procedures, including confidential filing and record keeping practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
4. Computer hardware and standard and uses of business software, including word processing, spreadsheet, database and other applications.
5. Research techniques, methods and procedures.

Ability to:

1. Organize and maintain highly detailed, confidential student records and files.
2. Operate a computer terminal and computer using word processing, spreadsheet, database and other business software.
3. Operate other standard office equipment.
4. Type accurately at 35 WPM.
5. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
6. Interpret, apply, explain and reach sound decisions in accordance with District policies and procedures.
7. Communicate clearly and effectively orally and in writing.
8. Understand and follow written and oral instructions.
9. Prepare clear, accurate and concise records and reports.
10. Compose correspondence from brief instructions.
11. Maintain very sensitive and confidential information.
12. Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers.
13. Establish and maintain effective working relationships with District administration, faculty, staff, parents, students, the public and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and three years of progressively responsible experience in administrative record-keeping and maintenance, including at least 6 months experience in creating and maintaining student records; or some combination of education, training and experience that produces the requisite knowledge and ability.

Licenses; Certificates; Special Requirements:

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent work with frequent interruptions; work under intensive deadlines; and interact with District administration, faculty, staff, parents, students, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in a school office, and the noise level can be occasionally loud.