

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ENROLLMENT AND RECORDS SPECIALIST - BILINGUAL

BASIC FUNCTION:

Under the direction of the Principal or designee, prepare, maintain, modify and evaluate manual and automated scholastic records for the high school; enroll and withdraw students according to established procedures; monitor and assess student records to identify graduation deficiencies and eligibilities; obtain and respond to requests for student records and information; utilize independent judgment and knowledge of state and federal laws, and District policies and procedures to maintain and respond to requests for student records and information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Prepare, maintain, modify and evaluate manual and automated scholastic records; establish and maintain permanent student records and related filing systems; maintain confidentiality of sensitive and privileged information.

Enroll new and returning students according to established procedures; verify student residency; evaluate transcripts received from other schools, including non-U.S. schools, to determine allowable credits; receive and ensure enrollment packets contain appropriate enrollment documentation; communicate with parents and students regarding the registration process.

Withdraw students according to established procedures; request completed withdrawal form from student; process information in appropriate database; print and copy documentation.

Compile data related to current and new students including grades, credits, test scores and other student information; contact other schools to request transcripts and student information; update student information in response to grade and schedule changes; calculate grade point averages.

Serve as technical resource for the office; respond to inquiries and provide assistance to staff, students and the public; respond to inquiries from students, parents, staff, schools, alumni and various outside agencies concerning student information; answer telephone calls and provide information and assistance to callers, visitors, staff and students; participate in department mailing activities.

Monitor and assess student records to identify graduation deficiencies and eligibilities; communicate graduation deficiencies and eligibilities to appropriate administrators, parents and counselors; evaluate student transcripts for enrollment and for selection of valedictorian and salutatorian.

Provide official or unofficial transcripts and information related to student grades, credits, graduation status and related data; prepare transcripts for mailing; file and maintain high school graduates' official transcripts in file cabinets located in a safe and secure location.

Prepare a variety of letters, forms, applications, packets, memoranda, reports and correspondence related to school activities, senior graduation status, student demographics and related information; disseminate

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materials and information to students, staff, parents and the public.

Input data regarding current and new students including grades, active/inactive status, credits, test scores and other student demographic information into an assigned computer system; maintain automated student records; generate a variety of computerized lists and reports related to student information.

Operate a variety of office equipment including a calculator, copier, fax machine, folding machine, computer and assigned software.

Order and process diplomas and related graduation materials as required; prepare lists of graduates and submit for printing; assist with coordinating graduation activities and preparation of graduation programs.

Translate a variety of documents and provide interpretation during meetings as assigned by the position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Transcript evaluation, maintenance and processing methods, procedures and guidelines. State and District requirements for graduation.

District curriculum and detailed course descriptions.

Student enrollment procedures and requirements. Modern office practices, procedures and equipment.

Applicable laws, codes, regulations, policies and procedures. Record-keeping, report preparation and filing techniques. Telephone techniques and etiquette.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Data entry techniques.

ABILITY TO:

Prepare, maintain, modify and evaluate manual and automated scholastic records for the high school.

Monitor and assess student records to identify graduation deficiencies and eligibilities.

Obtain and respond to requests for student records and information.

Organize, compile and evaluate data pertaining to student course work, grades and enrollment.

Apply and explain rules, regulations, policies and procedures.

Determine appropriate action within clearly defined guidelines.

Answer telephones and greet the public courteously.

Type or input data at an acceptable rate of speed.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

Maintain confidentiality of sensitive and privileged information. Complete work with many interruptions.

Operate a variety of office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent, any combination of college level course work in a related field and three years of clerical or secretarial experience including one year experience maintaining student records.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this classification are required to speak and read in a designated second language.

May be required to write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

The ability to see to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

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