

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### ALTERNATIVE EDUCATION ASSISTANT

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#### **DEFINITION:**

Under the direction of the Supervisor of Alternative Education, perform complex, clerical, accounting and analytical duties in support of the Alternative Education services, including Adult Education and Independent Study Programs; request, prepare and maintain student enrollment and withdrawal records, student transcripts, cumulative file folders and attendance records; prepare needed reports per District policy and procedures.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of clerical and secretarial activities in support of Alternative Education programs and services, including Adult Education and Independent Study Program; enroll students in Adult Education programs; compile student enrollment and attendance reports as required; resolve issues and concerns related to student enrollment, information and assigned activities; enter, manipulate, and maintain student enrollment and withdrawal, update student/family information, scheduling, registration, and student grade data.
- Respond to requests for student information from and/or contact other schools, organizations, agencies, and parents as defined by law and Board Policy; verify and provide grades, attendance and other information contained in student files, and request transcripts and grades for new students; assist exiting students with drop/transfer procedures.
- Compile information and prepare and maintain a variety of records, logs and reports related to Alternative Education, transcripts, enrollment, students, staff, attendance, suspensions, leave slips and assigned activities; establish and maintain filing systems; assist with the review and evaluation of incoming transcripts, identify grade and course deficiencies, and interpret grade and hour credits from transcripts received from other schools and convert to corresponding units used within the District.
- Enter appropriate data and maintain class/teacher master schedule for Adult Education program and Adult Regional Occupational Programs; enroll students, manage passwords, manage student licenses, archive classrooms and ensure final grades are inputted; update data regarding current and new students and other information into an assigned computer system.
- Maintain automated student records and files; generate computerized lists and reports as requested; ensure accuracy of input and output data; update student information regarding credits and courses needed for graduation; discuss credits and grades with students and parents as appropriate; communicate with teachers regarding grade changes, omissions, and incompletes.
- Review and approve Home and Hospital referrals; instruct teachers on paperwork completion and complying with guidelines in providing services; maintain detailed and current records of students participating in the Home and Hospital program.
- Serve as a receptionist and informational resource for Alternative Education; receive, greet and direct visitors including students, staff and the public; provide information and assistance related to Alternative Education programs, schedules, activities, student records, policies and procedures; record test scores, academic grades, and District proficiency tests on permanent student records; prepare and maintain a variety of detailed files and reports related to student eligibility for graduation and college applications.
- Provide students, staff, schools, alumni and others with official or unofficial transcripts; prepare transcripts for mailing; provide attendance, student and enrollment information and records as requested; duplicate and distribute work permits and a variety of other materials as required.
- Compose a variety of routine correspondence from note, rough draft or oral instructions including letters, forms, lists, work permits and other materials; process various forms and applications including staff leave slips; enter and code certificated hourly appointments and pay claims for hourly employees.

- Compile information and prepare and maintain a variety of records, logs and reports related to student information, special education, attendance, enrollment, work permits, suspensions, placement and assigned activities; establish, collect student information for, and maintain a variety of auditable files and records, ensuring confidentiality of files (student/staff); maintain permanent records for Adult Education students who have graduated.
- Receive, sort and distribute mail; prepare and disseminate bulk mailings to school sites, parents and outside agencies.
- Compile and manage employee attendance forms; maintain employee daily attendance information for certificated, classified and management employees.
- Communicate with personnel, outside agencies and the public to exchange information and resolve issues or concerns; schedule and coordinate the use of site facilities with multiple District departments; coordinate activities of student and clerical assistants.
- Operate a variety of standard office equipment including a computer and assigned software.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school or equivalent and two years of clerical experience involving frequent public contact and work with student records.

##### Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 50 words per minute.

#### **DESIRED QUALIFICATIONS:**

- Two years of accounting, bookkeeping, clerical and secretarial experience performing general work tasks at the high school level.
- One year college course work in secretarial, clerical, bookkeeping, accounting or general office procedures skills, including computer data entry.

##### Knowledge of:

- Modern office practices, procedures and equipment.
- Record-keeping and filing techniques.
- Basic transcript evaluation and student enrollment procedures and requirements.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Operate a variety of standard office equipment including a computer and assigned software.
- Letter composition and report writing techniques.

##### Ability to:

- Perform a variety of registrar and secretarial activities in support of Alternative Education.
- Serve as a receptionist and informational resource for Alternative Education.
- Establish and maintain records and files.
- Compile and verify data and prepare reports.
- Learn, interpret, apply and explain laws, codes, regulations, policies and procedures.
- Register students and perform a variety of duties in support of student enrollment functions.

- Request and provide student records, files and transcripts.
- Answer telephones and greet the public courteously.
- Compose a variety of routine correspondence from note, rough draft or oral instructions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor, office environment.
- Constant interruptions.

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

- 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.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 3/4/2014**

**Unit Approved: 3/19/2014**

**Board Approved: 3/31/2014**

**FLSA Status: Non Exempt**