

MODESTO CITY SCHOOLS

JOB DESCRIPTION

STUDENT RECORDS ASSISTANT-G230

DEFINITION:

Under the direction of the Principal or assigned site supervisor, perform a variety of data duties involved in the input and maintenance of student information including attendance, registration and other information at an assigned G230 Academy school site; utilize a computer to input data in an assigned system and produce various requested computerized records and reports related to assigned duties; communicate with parents regularly regarding student absences and related information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of data entry duties involved in the input and maintenance of student information for the G230 program including attendance, registration and other information at an assigned school site; verify and ensure accuracy of input information, data and reports.
- Input class information; enroll students; ensure grades for each class completed are recorded on student transcripts; monitor school records at other District school sites to ensure student records correctly recorded.
- Utilize a computer to input data and produce a variety of mandated and requested computerized lists, records and reports; update information and maintain a variety of automated records and files related to G230 program student information, registration and withdrawals.
- Perform duties related to transferring students to the G230 Academy and generate attendance and Apex classes for students; set up Apex classes for G230 Academy at various high school sites for each semester and the Master Schedule.
- Process student completion slips for related classes according to established procedures; input grade information for transcripts accordingly; verify teacher grade information and ensure accuracy of input data.
- Prepare and maintain related program contracts and packets for new students.
- Perform various duties involved with student registration and withdrawals and enter related data in an assigned system; request student cumulative record information for new students; send student cumulative records and related information to outside schools and districts as needed.
- Establish, update and maintain student cumulative record information; update and maintain health records and student health information as assigned.
- Compile information and prepare and maintain a variety of records, logs and reports related to students, registration and assigned activities; establish and maintain filing systems.
- Communicate with personnel, school sites and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Assist with answering phones and providing front desk support as needed; respond to inquiries and provide information and assistance related to operations, activities, policies and procedures related to school office and assigned activities.
- Assist with ordering assigned site supplies and maintain supply levels as required.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year of experience in accounting, bookkeeping, clerical or secretarial experience performing basic work tasks.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 35 words per minute.

Knowledge of:

- General terminology, practices and procedures of assigned office.
- Data entry procedures and operations.
- Principles and practices of data processing.
- Record-keeping, filing and report preparation techniques.
- Policies and objectives of assigned programs and activities.
- Methods of collecting and organizing data and information.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.

Ability to:

- Perform a variety of duties involved in the collection and reporting of organizational student, attendance and other required data and information.
- Utilize a computer to input data and produce a variety of requested computerized records and reports.
- Review and verify input and output data to ensure accuracy and efficiency.
- Assemble and prepare data for records and reports.
- Establish and maintain files and records.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Answer telephones and greet the public courteously.
- 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.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally to retrieve files and materials.
- Bending, kneeling or crouching to retrieve files and 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: 7/6/15

Unit Approved: 8/19/15

Board Approved: 5/31/16

FLSA Status: Non Exempt

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