

STOCKTON UNIFIED SCHOOL DISTRICT

ADMISSIONS AND FAMILY SERVICES TECHNICIAN

DEFINITION

The Admissions and Family Services Technician is responsible for the enrollment and registration of students, requesting student records, transcripts and permanent student records.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Administrator of Admissions and Family Services and/or designee.

REPRESENTATIVE DUTIES– (Incumbents may perform any combination of the essential functions shown below ((E)). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Process all paperwork necessary to enroll new or transfer students. (E)

Enter student data into the district's student system. (E)

Ensure compliance with entry and/or eligibility requirements such as immunization, proof of residence, etc. (E)

Meet with parents and students to explain entry requirements. (E)

Communicate with parents and others regarding enrollment and transfer policies, procedures and options. (E)

Provide information and assistance regarding enrollment and intra/inter-district transfers (E)

Verify correct addresses and school boundaries. (E)

Process placement of students due to overflow of enrollment and notify Transportation as needed. (E)

Provide information regarding District programs and services. (E)

Provide necessary information for making decisions, taking appropriate action and/or complying with established guidelines. (E)

Implement and maintain records of waiting list movement, transfers, appeals, etc.; request transcripts and records of new students from previous schools. (E)

Access database and spreadsheet records for the purpose of creating, entering, extracting, arranging and/or updating data. (E)

Act as liaison with other schools, offices and school districts on matters related to student records. (E)

Assist with updating and maintaining accurate records for student inter- and intra-district transfers. (E)

Assist other personnel as required and support them in the completion of their work activities. (E)

Under direction from supervisor, may direct the work of other clerical personnel as well as students as necessary. (E)

Prepare correspondence, records, reports, bulletins or other materials as needed. (E)

Travel to school sites as necessary. (E)

Overtime, including weekends as necessary. (E)

QUALIFICATIONS

Knowledge of:

- Conflict resolution and mediation techniques.
- Federal, state and district policies regarding enrollment and attendance.
- District organization.
- District policies, procedures, rules, regulations and Education Code related to assigned function.
- Diverse cultures and backgrounds.

STOCKTON UNIFIED SCHOOL DISTRICT

- Oral and written communication skills.
- Interpersonal skills.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of district students.

Ability to:

- Communicate effectively orally and in writing.
- Remain independent, neutral, and impartial; exercise good judgment.
- Maintain confidentiality.
- Clarify issues, develop constructive solutions to problems, and prepare appropriate resources in a timely manner.
- Analyze situations and adopt an effective course of action.
- Read, interpret, apply, and explain rules, regulations, policies, procedures, and Education Code.
- Plan, organize, and establish priorities.
- Relate well to student, staff, parents, and others.
- Assist others in problem solving.
- Communicate clearly and succinctly
- Relate to diverse cultures.
- Work independently and make decisions within established guidelines.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Operate a computer, related software, and other standard office equipment.
- Typing skills of no less than forty-five (45) words per minute.

Education and Experience:

Any combination of education, training and/or experience equivalent to a high school diploma and three (3) years of responsible clerical experience, including at least two years of experience working with student's registration and record keeping involving public contact in a school district.

License or Certificate:

- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire.
- Possession of a valid California driver's license.

WORKING CONDITIONS:

Environment:

Indoor office environment, frequent interruptions.

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Hazards:

May come into contact with dissatisfied or abusive individuals.

