



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: STUDENT DATA TECHNICIAN

BASIC FUNCTION:

Receives general supervision from a School Administrator or designee to register new students; maintain records of all enrolled students; maintain and compile attendance records; and perform related duties as assigned. May receive indirect supervision from a School Secretary. May exercise technical guidance to student workers.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

May conduct testing sessions.

Register new students, collect and process/scan appropriate information into computer.

Set up and maintain student records of all enrolled students; compile and record grades and disseminate information to high school of attendance for concurrently enrolled students.

Assist in the pre-registration of students; scan student course requests into computer; process program changes as directed.

Maintain and compile attendance records; print weekly scan sheets and scan attendance into computer on a weekly basis; manually enter new students, attendance and corrections/changes of attendance as necessary.

Collect and verify hourly payroll forms.

Compile monthly and annual attendance and enrollment reports.

Prepare and submit special needs reports (ie. P1, P2, GAIN).

Act as receptionist; answer phone calls from staff, students, parents, the general public and other appropriate authorities and assist at the counter; refer inquires as appropriate; respond to requests and provide information from attendance files or other reports as appropriate; based upon District and office policies and procedures.

Type a variety of material from rough draft or verbal instruction as necessary.

Student Data Technician – Continued

Keep records of all cash transactions and receipts issued. Verify, balance and adjust accounts.

Initiate and maintain a variety of complex files and records.

Operate office machines as required including computer terminal and typewriter.

Perform related duties as assigned.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Procedures and operating details of the School for Adults.
- Procedures in the maintenance of student records.
- Attendance accounting rules, regulations, and procedures.
- English usage, grammar, spelling, and punctuation.
- Modern office methods, procedures, and equipment.
- Record keeping principles and procedures.
- Oral and written communication skills.

ABILITY TO:

- Analyze situations and adopt effective courses of action.
- Provide training and direction to less experienced staff.
- Operate and work on a typewriter and computer terminal.
- Compile and maintain accurate and complete records and reports.
- Perform mathematical calculations with speed and accuracy.
- Understand and carry out oral and written instruction.
- Communicate effectively, orally and in writing.
- Type at a speed of 45 words per minute.
- Maintain confidentiality regarding student records.
- Establish and maintain effective working relationships with staff, students, and the general public.
- Physical capability sufficient to perform job tasks.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EXPERIENCE AND EDUCATION

Student Data Technician – Continued

Any combination of education, training, and/or experience equivalent to completion of the twelfth grade and two years of responsible clerical experience, including at least one year of experience working with students' registration records, and record keeping involving public contact in a school district.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

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

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 35