



TECHNICIAN-STUDENT RECORDS

DEFINITION:

Under the supervision of the assigned administrator, performs complex and technical clerical duties pertaining student records at Creekside High School, San Joaquin High School and Irvine Adult School; maintains accurate and current student records; corresponds and communicates with students, teaching staff, parents and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs a variety of technical clerical duties in support of an assigned school office including typing, filing, duplicating and distributing materials; prepares, formats, proofreads records, reports or related materials; establishes and maintains filing systems; processes a variety of forms, packets and applications.
- Maintains and revises database program content as assigned.
- Receives telephone calls, greets visitors and provides information and assistance to students, parents, staff, administrators and others regarding student records, data and information as directed; sends and receives emails; takes and relays messages as needed.
- Interacts, corresponds and communicates with students, various personnel, parents, departments, outside contacts and the general public to exchange information, coordinate activities and resolve issues or concerns.
- Maintains and reports basic data related to alternative schools and programs according to established procedures.
- Updates, enters and maintains registration information.
- Assists parents with the registration process as needed.
- Composes memos and letters, types statistical and narrative reports and maintains data processing schedules.
- Reviews student transcripts according to established procedures.
- Assists with report card duties including checking accuracy of grade input information and following up with personnel as needed.
- Maintains accurate student files, records and reports including those of a confidential nature.
- Maintains gain and loss information and updates numbers as needed.
- Collects tuition and textbook fees according to established procedures.
- Attends and participates in meetings and in-services as assigned.
- Operates a variety of office equipment including a copier, fax machine, computer and assigned software.
- Assists with making student identification cards as required.
- Performs other related duties as required.
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QUALIFICATIONS GUIDE

Knowledge of:

- Functions and clerical operations of an assigned site office.
- Organizational operations, policies and objectives of the District of Columbia Unified School District.
- District organization, operations, regulations, policies and objectives related to position.
- Applicable student records rules and regulations.
- Enrollment policies and procedures.

- Methods used in compiling complex and statistical reports.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of complex and technical clerical work, involving use of independent judgment with accuracy and speed.
- ~~Oversee and maintain~~ ~~0 Td (Tj17 2. 4) isneg 01.1 (re)7 (c) 6.7 (s) 1 ma) 2 md ma.l rey.2 (51.2) Td (TjEMC /LBody~~
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