

<b>Location:</b>	<b>Metropolitan Education District (MetroED)</b> <b>760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>Principal</b>
<b>Classification:</b>	<b>Classified; CSEA bargaining Unit</b>
<b>Date Approved:</b>	<b>6/11/1997</b>
<b>Dates Revised:</b>	<b>3/8/2006, 8/17/2016</b>
<b>Position Control:</b>	<b>#142238, 142239, 142240, 142241, 142242, 142243, 142244</b> <b>Salary Schedule 2, Range 23, 10 ¼ or 12 Month Work Year</b>

**POSITION DESCRIPTION:**

Under limited supervision of designated supervisor, assists with student class registration, maintains accurate attendance, grade and transcript records and maintains permanent files and student system information data for high school and/or adult students; may coordinate and oversee the work of other clerical staff.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Maintains high school and/or adult student permanent transcripts and attendance records
- Processes student transcripts and records for high school and adult student grades and credits
- Performs daily attendance accounting procedures; reports patterns of attendance problems
- Audits class rolls; maintains class rolls and reports
- Initiates appropriate correspondence; answers questions concerning program offerings and policies
- Updates course changes; processes fees and registration materials
- Prepares reports and bills
- Prepares attendance data reports
- Provides administration and instructional clerical support
- Assists with required accountability processes
- Maintains teacher time sheets
- Based on job description, may do any of the following
  - Work with and maintain confidentiality of records and information
  - Provide general customer and counter service
  - File and maintain soft and hardcopy records
  - Generate reports
  - Handle invoices and billings
  - Responsible for distribution, collection and verification of completed time- sheets
  - Monitor class waiting lists
  - Assist teachers with class materials
  - Call substitutes
  - Design flyers
  - Assist credentialed personnel with test administration

**AREAS OF RESPONSIBILITIES/DUTIES (continued):**

**Essential Functions:**

- Maintain First Aid office (SVCTE site only) and provide first aid health assistance to ill/injured students
- Assists in emergency evacuation procedures
- Performs related work as required

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- District registration attendance accounting procedures
- Current office procedures and practices
- Correct English usage, spelling, grammar and punctuation
- Effective oral and written communication skills
- Ability to understand and apply rules, regulations, policies and procedures
- Modern office practices, procedures, equipment and appropriate software
- Telephone techniques and etiquette

**Ability to:**

- Learn student registration and record keeping procedures using current student system information
- Prepare letters and reports
- Perform work and make calculations with speed and accuracy
- Interpret and apply Agency rules and policies with good judgment
- Communicate effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, patience, tact, courtesy and firmness
- Operate office equipment including calculator and computer
- Keyboard at 40 wpm
- Understand and carry out oral and written instructions

**MINIMUM QUALIFICATIONS:**

Specific knowledge required to satisfactorily perform the functions of the job include:

**Experience:**

Two (2) years of clerical experience.

**Education and Credentials:**

High school diploma or equivalent

**License:**

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

**MINIMUM QUALIFICATIONS (continued):**

**Expectations:**

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

**PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Employee Signature