

STUDENT SERVICES TECHNICIAN**DEFINITION**

Under direction of a site administrator, to perform subprofessional technical and clerical work required in the support of student services related to secondary academic planning, course selection, registration, class scheduling, and testing; act as a liaison between students, parents, and staff; and to do related work as required.

EXAMPLES OF DUTIES

Provide ongoing orientation, registration and scheduling services to students and interpret, analyze and communicate student records consistent with District policies and procedures referring unusual situations to appropriate certificated personnel; compile statistical data for surveys, administrative reports and student records; provide assistance in response to inquiries from within and outside the District; provide assistance in proficiency, placement and standardized testing and in screening for referral of students to special programs or student study teams; assist in the coordination, building and the maintenance of the master schedule, processing class changes; use computerized information management system to post and retrieve data related to student records and the master schedule, including printing, bundling and cutting locators; may print report cards and other student reports; schedule work flow to meet established school and district deadlines; maintain and verify student health records; generate records relative to At Risk students and assist in monitoring their progress; monitor individual student progress toward meeting graduation or promotion requirements; prepare transcripts and secondary school reports; perform a wide variety of clerical work and perform related work as necessary.

QUALIFICATIONS**Knowledge of**

Applicable laws, regulations, policies and procedures governing student educational programs and attendance; information sources regarding application, testing, entrance requirements, financial aid and scholarships to institutions of higher learning; organization, collection and storage of data and records; correct English, grammar, spelling and punctuation; modern office methods, procedures, practices and office automation, including computer operations and applications.

Ability to

Understand rules and regulations pertaining to student educational programs and attendance; independently do a variety of technical work and record keeping, following standard procedures; gather and analyze data; independently do a variety of technical personnel reports; apply rules and regulations to specific cases; apply judgment, discretion and initiative; keep complex records and files; maintain confidential files; screen mail, telephone calls and visitors; effectively communicate orally and in writing; follow operational procedures and related processes; maintain and establish cooperative working relationships.

Experience

Two years of progressively responsible experience which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade. Completion of two years of college education preferred.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: February 26, 1985

Revised: June 11, 1991

Revised: May 11, 1999

Revised: December 12, 2000, effective January 1, 2001

Revised: December 10, 2002, effective January 1, 2003

Revised: March 13, 2007, effective April 1, 2007

Revised: April 25, 2013, Board Approved April 8, 2014

Revised: August 4, 2022