

STUDENT RECORDS SPECIALIST - DHS

BASIC FUNCTION:

Under the direction of a site administrator perform various complex technical and record keeping duties relating to the enrollment, transfer or withdrawal of high school students according to established policies and procedures; evaluate student transcripts and maintain student records; provide information to staff, students, parents, and public; assist in general clerical functions of a school office.

REPRESENTATIVE DUTIES:

- Perform various complex statistical record keeping duties relating to the enrollment, transfer or withdrawal of high school students according to established policies and procedures; enter information and data into computer. **E**
- Receive, prepare and maintain permanent records and cumulative folders, transcript files and demographic information on enrolled and incoming students; request necessary records and initiate telephone and written communication relative to student records. **E**
- Process and forward transcripts and records to colleges and other institutions from student permanent records according to established guidelines and procedures. **E**
- Evaluate incoming student transcripts and transcribe credits to conform with District system; enter new students' grades into the computer to create a history file and transcript; process, enter or change grade, race, immunization, and other related student information according to established procedures; maintain student test scores as required. **E**
- Perform technical duties in the maintenance and generation of various computer-generated records and reports including, discipline, permanent grade record, attendance, schedules, profiles, teacher rosters and grade sheets, locator cards, and a variety of other queries and reports; distribute reports to appropriate staff. **E**
- Prepare and maintain State and District reports and files; compose correspondence, memos, reports and other materials for counselors and administrators as needed; prepare and distribute diplomas, and assist with forms as requested. **E**
- Provide support and information to District staff, site personnel, students, and the public; troubleshoot computer-related problems as needed. **E**
- Prepare withdrawal papers, retrieve files and print transcripts; assure student accounts are maintained according to established policies for appropriate grade clearance. **E**
- Plan, organize, and coordinate elements of the Independent Study Program, including but not limited to, referrals, master agreements, attendance, entry of grades, and graduation checks. **E**
- Assist students, counselors, parents and others in person or on the telephone regarding student records, transcript requests and enrollment procedures. **E**
- Enter student information into computer system; update individual student records as needed. **E**
- Collect student fees, as required. **E**
- Maintain records related to Adult Education; respond to requests from public for Adult Education records, including but not limited to, transcripts and GPA information. **E**

- Input student grades earned, course units, advocate and County school course work; process student grade cards and graduation notices. **E**
- Operate office equipment including computer terminal and printer, facsimile and copier. **E**
- Communicate with a variety of District personnel, parents, and outside organizations to exchange information, resolve issues, answer questions and coordinate activities. **E**
- Provide certificated instructors with academic warnings and report card materials as requested; provide class rosters and class enrollment records. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Transcript evaluation and student enrollment procedures and requirements.

State regulations regarding permanent student records maintenance and confidentiality.

State and District requirements for graduation.

Accurate record keeping methods and practices.

Basic knowledge of data processing and computer output readings.

Modern office practices, procedures and equipment including filing and typing.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience, and courtesy.

Telephone techniques and etiquette.

District organization, operations, policies, and objectives.

ABILITY TO:

Evaluate, maintain and record course work and credits, grades, test scores and other student data.

Perform complex clerical tasks involving independent judgement and requiring speed and accuracy.

Evaluate and interpret out-of-District transcripts.

Organize, compile, and evaluate data pertaining to student course work, grades and enrollment.

Establish and maintain official permanent records of students.

Plan and schedule work.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with students, staff and the public.

Operate office equipment including computer terminal and printer, typewriter, and copier.

Type 40 wpm net from clear copy; original certificate dated within 6 months is acceptable.

Understand and follow oral and written directions.

Work independently with little direction.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical experience, including at least one year maintaining student records in an automated office environment.

WORKING CONDITIONS:

ENVIRONMENT:

Office Environment
Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer and standard office equipment.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read and analyze transcripts.
Moderate lifting, carrying and pushing objects up to 20 pounds.
Reaching overhead, above the shoulders and horizontally to retrieve files.

7/1/2020
SMJUHSD
Range 23