

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Student Services Technician
Department/Site: Student Services
Reports to: Director of Student Services

Classification: Classified
Salary Schedule: Classified
Salary Range: 33
FLSA: Non-exempt

PURPOSE STATEMENT

Under general supervision, the purpose of this position is to provide direct support and trainings for all site administrators regarding student discipline actions that fall within the parameters of Ed Code 48915, to ensure due process is followed, reporting timelines are met and to assign appropriate personnel to meetings and or hearings. This position will prepare and maintain accurate hearing records and notes, generate a variety of discipline reports and state statistical data for the School Board and District personnel.

ESSENTIAL FUNCTIONS

- Trains all site administrators regarding legal requirements and procedures for students that require expulsion hearings that are governed by the Education Code 48915, outline due process procedures and answers questions regarding legal mandates and established timelines.
- Interprets reporting requirements, collaborates with other staff regarding new or changes in reporting requirements. Develops schedules to meet reporting timelines, assigns appropriate personnel to hearings, and coordinates with families and other parties as appropriate.
- Stays knowledgeable and attends trainings related to reporting requirements, specifically section 48915 of the California Education Code. Stays up-to-date regarding new and changing requirements and informs affected staff as appropriate.
- Assumes lead roles on assignments and projects as assigned by the Director of Student Services, such as transfers and registration.
- Assists with district level responsibilities around site registration processes.
- Maintains accurate and complete records of all intra/inter District transfers in a reasonable, timely manner to meet the needs of the students, families, and sites; assist with preparation of data and reports for the transfer.
- Supports district and department operations, policies, objectives and goals by providing direct support to sites and ensuring they are in compliance.
- Generates a variety of reports to meet requirements such as, but not limited to general, administrative, discipline, or state statistical information for the school board and district personnel.
- Provides specialized support to school personnel upon request or as needed.
- Creates queries in student information system for collecting and reporting data.
- Prepares and proofs documentation in data systems for reporting and instructional use.
- Participates in the planning of projects and programs regarding student services matters.

OTHER FUNCTIONS

- Performs other duties as assigned which are related, or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices, procedures, and equipment, operation of compatible personal computers, district organization operations, policies, and objectives, verbal and written communication skills.
- Applicable sections of State Education Code (48915) and other Federal, State, County and District policies, rules, laws, and regulations.
- Maintaining confidential records and files.
- School discipline laws and regulations.
- Customer service practices and telephone and email etiquette.
- Technical aspects of field of specialty, correct English usage, grammar, spelling, punctuation, and vocabulary, recordkeeping techniques.

Skills and Abilities to:

- Operating standard office equipment including using job related software applications.
- Preparing and maintain accurate records planning and managing projects and guiding others.
- Operate compatible personal computers.
- Use complex relational database systems.
- Learn, use, instruct others in the use of School Information System (SIS) related to discipline.
- Apply recordkeeping principles to the maintenance of attendance accounting/discipline records.
- Learn office policies, rules and practices, read, write, speak and understand English, follow verbal and written directions.
- Type accurately at an acceptable rate of speed.
- Meet schedules and timelines, plan and organize work.
- Work confidentially with discretion, work independently with minimal supervision.
- Communicate effectively both verbally and in writing with management, technical staff, outside agencies, and auditors on all matters related to district attendance and or discipline under Education Code 48915.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Analyze situations accurately, adopt an effective course of action, or improve procedures.

RESPONSIBILITY

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

MINIMUM QUALIFICATIONS

Experience:

Two years of advanced clerical experience involving student records including computer work which includes keeping records of discipline files, and or attendance records. Must be skilled in Microsoft, Goggle docs and Google Sheets.

Education:

High school diploma or equivalent.

Required Testing:

- Pre-employment Proficiency
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid CDL

Clearances

- DOJ/FBI Background
- TB Clearance
- Physical Demand (A)