

San Rafael City Schools

Position Description

Position: Administrative Specialist I	Work Calendar: 204 Work Days
Department/Site: School Sites	Non-exempt
Evaluated by: Principal/Designee	Salary Grade: 109

Summary

Performs school office support services in a clerical and technical capacity, following, applying, and interpreting well-established policies, procedures, and mandated regulations. Assignments are often at a secondary-level school site where incumbents may specialize in attendance, business, or student services, yet are able to perform in each area.

Distinguishing Career Features

The Administrative Specialist I is a generalist in a technical clerical series for school service usually concentrating in a high volume area such as attendance and assisting with others. The Administrative Specialist I also performs other office routines at a site where the need is for several areas of focus that would ordinarily result in several part-time positions. The principle areas are secretarial, attendance, student activities, student data, and business support services. Specialists I will concentrate on one or more of these areas to comprise the job. The Administrative Specialist II will expand to registration, student data management, and a coordinating role to support student activities. Advancement potential exists to School Administrative Secretary, Registrar, Student Data Specialist, or equivalent position with advanced specialization in the full scope of student data management, registration, student activity logistics, and counseling support.

Essential Duties and Responsibilities

Incumbents at this level are qualified and capable to perform all following, however, are likely assigned to two or more depending on volume and the need to balance workload.

Attendance

- Makes and receives phone calls and notes about student absences. Receives and relays messages to students and parents as necessary.
- Receives, verifies, and processes incoming attendance data from teachers, parents, students, administrators, and outside agencies.
- Enters attendance data to a student information system using established data entry screens. Maintains records and analyzes attendance data for each student.
- Collects, consolidates, reconciles, and conveys attendance information to school site and District personnel who, in turn, will use the information for mandated reporting.
- Prepares and maintains a variety of lists, records, and reports regarding student attendance, tardiness, truancy, suspension and discipline. Reviews other compulsory student data for accuracy and inclusion into files.
- Coordinates technical computer operations in the attendance office. Edits and revises data, generates information and reports as requested according to established time lines. Assists auditors and accounts for data as necessary.

- Communicates with students, parents, faculty, administrators and authorities regarding attendance, discipline, truancy and suspension.
- Records and may monitor independent study agreements and related documents as assigned. May participate in recording agreements.
- May assist in preparation of internal, county, and state reports for ADA/enrollment.

Secretarial

- Serves as a skilled receptionist, greeting visitors, staff or students in person or over the telephone, ascertains nature of business, provides standard information, and transfers inquiries to the appropriate area.
- Prepares, assembles, maintains and updates calendars, schedules, lists, manuals, directories, and handbooks for distribution and use by others. Prepares informational packets for others to use in presentations and meetings.
- Prepares letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts or verbal instructions. May design and prepare handbooks, brochures, and other program materials.
- Receives and distributes packets for substitute teachers containing orientation, keys, curriculum information, and payroll forms.
- Assists with registration duties such as originating and preparing student transcripts and registration packets, daily schedules, newsletters and other general correspondence.
- Assists students and parents with the completion of registration materials. Provides brief orientation to new parents and students.
- May collect, deposit and account for money collected in conjunction other student and school activities. Administers a revolving cash fund.
- Prepares purchase orders for pre-approved orders of materials and supplies.

Student Services

- Provides support to one or more special student services such as but not limited to special education, student activities, and processes such as student attendance, special education, discipline, intermural/athletics, etc.
- Provides support to students' special schooling arrangements such as independent study.
- May assist with scheduling, coordinating, and administering of assessment and mandated tests. Assists with scoring of tests using established templates and tables.
- Prepares and assembles testing packets directed to either a teacher or test taker.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires working knowledge of clerical practices, general office procedures, filing, record keeping, receptionist and telephone techniques and etiquette. Requires a working knowledge of district and departmental policies, procedures, and standing instructions related to work assignments. Requires a working knowledge of personal computers and common office productivity software such as spreadsheets and word processing. Requires a working knowledge of registration, attendance, student programs and services, and student data management processes used in education. Requires a basic knowledge of accounting and budget maintenance procedures. Requires sufficient mathematics skill sufficient to perform columnar calculations, decimals, fractions, etc. Requires sufficient skill in English, grammar, spelling and punctuation to prepare routine correspondence and standardized reports. Requires sufficient human relation skills to greet and work cooperatively with students, parents, teachers, and the public, discuss technical details with peers, and exercise patience when solving problems with customers.

▪ Abilities

Requires the ability to perform the essential functions of the position. Requires the ability to learn, understand and apply district rules, regulations and policies. Requires the ability to use a personal computer for data entry, word processing, and spreadsheets. Requires the ability to learn and use specialized computer data entry programs used in education. Requires the ability to operate standard office machines. Must be able to maintain records and prepare reports. Must be able to setup and maintain records and prepare standardized reports. Must be able to oversee the work of student help.

▪ Physical Abilities

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires ambulatory ability to retrieve files, stand at a counter for customer service transactions, and deliver materials to classrooms. Requires visual acuity to read computer screens, printed material, and detailed alphanumeric information. Requires sufficient hand/eye coordination and manual dexterity to use a personal computer keyboard at a basic rate (45 w.p.m.). Requires speech and hearing ability to carry on conversations in person and over the phone. Requires the ability to administer first aid.

▪ Education and Experience

The position requires a High School diploma or equivalent and three years of general clerical, data entry, and production keyboarding experience in a high volume customer-service environment, one of which should be in an education environment. Additional post-secondary education in general business may substitute for some experience.

▪ Licenses and Certificates

May require a valid driver's license. May require a first aid certificate.

▪ Working Conditions

Work is performed indoors with infrequent exposure to health and safety hazards.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

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CSEA Approved: June 8, 2022

Board Approved: