

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: REGIONAL OCCUPATIONAL PROGRAM RECORDS ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, maintain attendance and registration records pertaining to the Regional Occupational Program (ROP); compile routine reports relating to attendance and registration; provide general information and assistance to staff, students and the public.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Register, maintain records and assist high school students involved in the Regional Occupational Program (ROP); advise students, staff and visitors regarding ROP policies, classes, class content and times; assist students with registration in person and on the phone.

Audit and process attendance reports for ROP classes; prepare and distribute copies of processed reports to teachers and other participating ROP offices and designated staff; refer student problems to the appropriate administrator.

Communicate with various agencies and departments regarding student program completion, registration and attendance in the ROP program.

Answer telephones; screen and direct callers; take and relay messages; greet visitors; provide information regarding policies, procedures, activities, programs and schedules; direct inquiries to the appropriate person or office.

Type a variety of written materials including reports, records, schedules, correspondence, memoranda; maintain a variety of logs, records and files related to assigned office; sort and file materials.

Provide students with necessary transcripts and letters regarding verification of registration/enrollment in ROP courses; course description and schedule for submission to various agencies such as Immigration, Housing and Development, Child Care and Employment Agencies.

Process, input and maintain attendance and registration records for the ROP; process and maintain student applications, attendance rosters and other related documents.

Review attendance and registration records for completeness and appropriateness; compare, update and correct data prior to submission to the County Office of Education.

Operate a variety of office equipment such as a typewriter, copier and fax machine; operate computer equipment to enter and retrieve data.

Maintain records and generate reports; prepare material for photo copying and duplicate guidelines.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

ROP program resources and informational needs.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and standard office equipment.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Telephone techniques and etiquette.

ABILITY TO:

Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer terminal and standard office equipment.
Maintain records and prepare reports.
Type or input data at 45 words per minute from clear copy.
Interpret, apply and explain policies, procedures, rules and regulations.
Work with constant interruptions.
Work independently with little direction.
Answer telephones and greet the public courteously.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by two years of increasingly responsible clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Sitting and standing for extended periods of time.
Reaching overhead and above shoulders to maintain files.
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read and perform clerical duties.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224
Office-Technical Job Description. Adopted by BOT 1/25/03.