

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: STUDENT WELFARE AND ATTENDANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide support and technical assistance to administrators, District personnel, parents, students, district offices, outside agencies and school sites in areas related to student discipline issues, suspension, expulsion, placement, whereabouts and reinstatement; compile information and prepare and maintain student expulsion records and files.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide support and technical assistance to administrators, District personnel, parents, students, district offices, social service workers, outside agencies and school sites in areas related to student discipline issues, suspension, expulsion, placement, whereabouts and reinstatement; independently resolve related issues or concerns, or direct to appropriate authority.

Compile information and prepare and maintain student expulsion records and files; update student records and files with discipline, NCLB, bus pass, placement, suspension, expulsion, homelessness and reinstatement data and information.

Coordinate and schedule student expulsion hearings and related activities for assigned school sites; maintain expulsion and suspension calendar; compile records for subpoenas; transcribe recordings from hearings as required.

Notify parents of suspension, expulsion and hearing information as appropriate; compose independently or from oral instructions correspondence and memoranda related to student suspensions, expulsions, reinstatements and hearings and mail to parents.

Receive and respond to telephone calls and messages concerning student discipline matters; greet and assist visitors; attend various conferences and appointments; prepare agenda items and notices related to student discipline and assigned functions.

Process and assure accuracy and completeness of forms, applications and related documents required for expulsions, suspensions, student reinstatements and placement in alternative education programs; assist with reinstating expelled students and placing students in various schools and programs.

Duplicate and mail student records to courts, attorneys and other outside organizations as needed; utilize a computer to generate student transcripts for various outside agencies as requested.

Verify student expulsion and reinstatement information for social workers, schools, police departments and other outside agencies; provide grade, immunization, contact and other student information to schools receiving foster students.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and

assigned software.

Explain laws, codes, rules, regulations, policies and procedures to parents, outside agencies and others as needed.

Participate in a variety of special projects related to homeless data, bus passes and student discipline issues; prepare a variety of special reports as required.

OTHER DUTIES:

Assist with maintaining the homeless grant and provide related student services including bus passes and other accommodations as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Research methods and report preparation techniques.

Record-keeping and filing techniques.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

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

Operation of a computer and assigned software.

Telephone techniques and etiquette.

ABILITY TO:

Provide support and technical assistance to administrators, District personnel, parents, students, district offices, social service workers, outside agencies and school sites in areas related to student discipline issues, suspension, expulsion, placement, whereabouts and reinstatement.

Coordinate and schedule student expulsion hearings and related activities for assigned school sites.

Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Learn practices, procedures and techniques related to student discipline, suspension and expulsion functions.

Learn department and program policies, objectives and goals.

Compile and verify data and prepare reports.

Maintain records and filing systems.

Compose correspondence and written materials independently.

Plan and organize work.

Meet schedules and time lines.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible secretarial experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

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

Revised BOT 1/23/06