

SAN JOSE UNIFIED SCHOOL DISTRICT

I. Title Registration Technician

II. Definition

Perform a wide variety of technical and specialized functions unique to the Information and Enrollment Center under general supervision, including registration and assignment of students and other tasks as specified by the Department of Student Assignment and to do related work consistent with the job description.

III. Examples of Duties

Provide information regarding San Jose Unified School District; explain enrollment/assignment process; review and discuss school programs; implement and support Federal, State and District policies and guidelines; counsel parents/ guardians regarding District programs and student assignment procedures; maintain student database by input of assignment, transportation, and enrollment information; implement and maintain records of waiting list movement, transfers, appeals, etc.; communicate student information with schools and other departments; and perform a wide range of clerical duties.

IV. Distinguishing Characteristics

Personnel is expected to solve a variety of problems independently and to recognize which problems require supervisory assistance.

V. Employment Standards

A. Knowledge of:

Federal, State and District policies and procedures;

General principles and operation of computer systems, related equipment, and data processing techniques;

Modern office practices and procedures including filing systems;

Correct English usage, spelling, grammar, and punctuation.

B. Ability to:

Deal with the public in a tactful and courteous manner and establish and maintain cooperative and effective working relationships;

Exhibit diplomacy, friendliness, poise, and firmness as appropriate;

Learn and implement District assignment/enrollment policies and procedures and apply them with good judgment in a variety of procedural situations;

Analyze situations and adopt an effective course of action;

Perform clerical tasks with maximum efficiency and accuracy;

Understand and carry out oral and written instructions;

Analyze, compile and maintain accurate records and reports;

Learn to operate a variety of electronic data processing equipment;

Utilize vocabulary, grammar, punctuation, and spelling effectively;

Learn to operate general office equipment;

Type with accuracy at a speed of 35 words per minute from clear copy.

C. Education/Training/Experience:

Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed above.

D. Licenses/Certificates:

Not applicable.

VI. Specific Qualifications

Must pass District clerical test.

Date: 7/1/04 Board (revised)

Work Year: 12 months (Work Year may vary with program)

Range: 21a

Category Code: RGT

This position was previously titled: Information and Enrollment Center
Registration Control Clerk Technician

RR:drj