

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09 Effective Date	SCHOOL OFFICE SPECIALIST 2 (MIDDLE SCHOOL) Job Title	2.1.15 Index
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PURPOSE

To improve student achievement by providing highly technical support to school administration regarding the development of the master schedule. Performs all functions of student registration, including records management, analyzing course prerequisites and curriculum requirements to ensure proper student placement, screening for special education/bilingual requirements and development of student schedules.

CLASS CHARACTERISTICS

This class is distinguished from the School Office Specialist and the School Office Specialist 2 (High School) series based on the specialized and specific technical skills required. It is a unique classification as it requires specialized technical training with master schedule development including technical training with computer software (student information system) as it relates to the input and manipulation of scheduling data. Employees in this position work closely with administrators providing reports and enrollment data used for staffing and assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from an assigned administrator. Methods of performing tasks are left to the judgment of the employee with a supervisor or administrator giving occasional instructions and advice. Work is reviewed only periodically to assure conformance to standards and measured results.

ESSENTIAL FUNCTIONS OF THE JOB – May include, but are not limited to, the following:

Managing student records and transcripts consistent with state, federal and District guidelines and consistent with school accreditation standards.

Compiling, analyzing, and evaluating data and preparing transcripts and reports based on such data.

Interpreting credit status of transferred coursework.

Registering and withdrawing students from classes and/or school enrollment.

Providing administrative support in the development of the master schedule.

Inputting, compiling, and analyzing data for the development of the master schedule.

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School Office Specialist 2 – Middle School (continued)

Maintaining confidential student files.

Preparing student schedules.

Preparing attendance reports for state funding.

Developing forms and assembling registration packets.

Advising parents/students on middle school curriculum requirements.

Assisting staff with student information system operations and serving as administrator of student information system accounts.

Updating grading files and providing assistance to teachers with computer grading process.

Recording high school credits, as appropriate.

Receiving, interpreting, and appropriately distributing court order documents such as divorce decrees, custody orders and restraining orders.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Work organization and research techniques sufficient to collect, analyze and interpret data

Master schedule building

Rules, polices, laws, regarding student registration

SASI/ClassXP/IGPro computer programs (student information system programs)

Basic office practices, including organization, and record keeping

Problem solving and analysis of data

Ability to:

Compile and analyze data

Schedule and organize multiple tasks simultaneously in a high-volume, busy school office setting

Work independently with little supervision

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Understand middle school course curriculum and schedule students accordingly

Communicate technical concepts to a non-technical audience

Operate a computer with integrated student information system access and related peripheral equipment and software including MS Word and Excel

Work effectively in a team environment

Maintain highest level of confidentiality in all matters relating to students and families

Exercise diplomacy and tact when dealing with staff, students and the public and maintain a high level of professionalism

Communicate clearly and concisely, both orally and in writing

Provide excellent customer service

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible secretarial/clerical experience in a sophisticated office setting, preferably in a public school setting including at least one year working with computer software used for scheduling students.

Training:

Equivalent to completion of the twelfth grade supplemented with advanced business training/coursework.

Work Environment:

Climate controlled school office setting with exposure to moderate to high noise intensity levels.

High level of contact with district personnel and moderate contact with outside agencies/community

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical school setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: School Office Specialist 2 – Middle School

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____