



**SJCOE**  
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## Job Description

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<b>POSITION TITLE:</b>	<b>Student Services Specialist</b>	<b># 2194</b>
<b>SALARY PLACEMENT:</b>	<b>Classified Salary Schedule Range 31</b>	

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**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess a high school diploma or equivalent. General office training or business computer courses. Four years of varied and progressively responsible experience involving student services in the areas of attendance, enrollment, and state reporting.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Knowledge of student attendance laws, enrollment, and state reporting requirements and/or guidelines. General knowledge of forms and statistics. Training in the use of various recordkeeping techniques. Experience working in student services for a school district or county office of education.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Knowledge of Federal and State laws, California Education Code, and department policies and procedures relative to student services. Ability to analyze student data and prepare accurate records and reports. Ability to assist and train staff in the use of the student information system managed by County Operated Schools and Programs. Ability to operate a computer and knowledge of assigned software. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**SUMMARY OF POSITION:**

Under the direction of the Director of Student Services, process and prepare attendance, enrollment, and state reports for County Operated Schools and Programs. Assist in all aspects of student services. Utilize independent judgment and problem-solving skills in relation to assigned areas of responsibility.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Process attendance, enrollment, and state reports for County Operated Schools and Programs Student Services.
2. Complete tasks within established timelines and reporting periods.
3. Prepare average daily attendance and enrollment.
4. Assist in monitoring, identifying, planning and organizing student information system needs.
5. Assist in establishing controls and audit trails within the student information system to insure completeness and accuracy of data and reports.
6. Instruct and assist staff in the use of student information system.
7. Maintain strict confidentiality on all job-related matters.
8. Input data on student demographics.
9. Make mathematical calculations with speed and accuracy.
10. Prepare correspondence independently using proper English usage, spelling, grammar, and punctuation.
11. Perform other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

7/4/07 new ac  
Rev 9/10/12 sc