



## 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<br/>Range 31</b> |               |

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### **SUMMARY OF POSITION:**

Under the direction of management personnel, performs advanced and complex student services duties, trains staff in a wide variety of student services procedures and systems, maintains and ensures accuracy of attendance and student information, and has extensive dealings with teachers and administrators. Uses independent judgement and problem-solving skills in relation to assigned areas on responsibility.

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

Possess a high school diploma or equivalent. General office training or business computer courses, proficiency in word processing, spreadsheet, and database information systems. Four years of varied and progressively responsible experience in K-12 education involving student services. Experience of a closely related nature may be substituted.

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

Knowledge of student attendance laws, enrollment, and state and federal 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, auditing, compliance, or accounting.

### **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, problem-solve, and communicate clearly. 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.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Assist in preparation of state and federal reporting.
2. Complete tasks within established timelines and reporting periods.
3. Assist in monitoring, identifying, planning, and organizing student information system needs.
4. Assist in establishing controls and audit trails within the student information system to insure completeness and accuracy of data and reports.
5. Instruct and assist staff in the use of student information systems.
6. Maintain strict confidentiality on all job-related matters.
7. Ensure accuracy of data on student demographics information.
8. Make mathematical calculations with speed and accuracy.
9. Prepare correspondence independently using proper English usage, spelling, grammar, and punctuation.
10. 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.

3/26/2021 final sc