

**Escondido Union High School District
Job Description**

Job Title: Adult Education/ROP Admissions and Records Technician
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 27
Approved By: Board of Education
Approved Date: 10/13/15

NATURE OF WORK:

Maintains complete and accurate records of student registration and attendance for all Adult Education classes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Facilitates registration of students for all classes.

Generates diplomas, transcripts, and competency lists.

Creates course numbers for class catalog and cash register.

Create and input certificates and competency lists for career technical education classes.

Generates class rosters and distributes to teachers.

Collects Attendance sheets from teachers on weekly basis, scans sheets, reports ADA to district accounting department.

Monitors enrollment and attendance in each class to assure ~~attendance~~ both meets minimum requirements. Notifies teachers and staff of low ~~attendance~~ enrollment and possibility of cancellation.

Provides reports as required by regulatory agencies, district office, state, federal or county offices, or site administrator.

Troubleshoots software issues related to enrollment and attendance systems.

Ongoing management and training of staff and teachers in two separate versions of Administrative Software Applications Program (ASAP)

Input adult school catalog online twice a year. Edit catalog online throughout the year to reflect any changes made including class details, class cancellations or changes in class rosters.

Process/ document refunds in ASAP students information system.

Letters of cost/expense to aforementioned social agencies that provide tuition assistance to their clients.

Conduct new student orientation for Certified Nurse Assistant program.

Create and maintain payment spreadsheet for medical program students.

Letters for verification of employment, attendance for Deferred Action for Child Applicants (DACA), Deferred Action for Parental Accountability (DAPA), Department of Rehabilitation (DOR), Employment Development Department (EDD); San Diego Workforce Partnership, Calworks.

Works with Data Technician to verify student demographic integrity and compatability with Tops Enterprise Program.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); post secondary training in computers desirable. Five years responsible clerical experience, preferably two of which were in an educational environment.

KNOWLEDGE OF:

Microsoft computer applications, including Microsoft Word, Excel, GroupWise; understanding and aptitude for computers; must be able to learn and operate a number of programs and equipment designed for Adult Education and ROP

ABILITY TO:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence; effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations; handle interruptions while performing tasks requiring attention to detail and accuracy; Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to draw and interpret bar graphs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

The person assigned to this position must possess and demonstrate an ability to work collaboratively with others, to handle interruptions while performing tasks that require detail and accuracy, and to exhibit a team concept in that all Adult Education support personnel are expected to provide assistance and support to other clerical staff.