



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Student Records Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5007 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 40

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties involved in the collection, review, manipulation and reporting of student information and other required data; utilize a computer to input data, create queries and produce a variety of mandated and requested computerized records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of clerical duties involved in the collection, review, manipulation and reporting of student information including attendance, academics, testing, discipline, health records and other required data; file, maintain and update student records and cumulative folders
- Utilize a computer and assigned software to input data, create queries, and produce a variety of mandated and requested computerized lists, records and reports; update information and maintain a variety of automated records and files; assure accountability for a variety of assigned information; verify and assure accuracy and integrity of computerized data and reports
- Research, compile and verify a variety of data and information; merge a variety of data and computerized documents as needed; compute statistical information for various federal, State and District reports as necessary; purge and clean files as directed
- Serve as a resource to District staff and outside school districts concerning student records and files; respond to inquiries and provide information concerning related practices, applications, requirements, standards and procedures; provide copies of students records and information including unofficial/official copies of transcripts, schedules, report cards and other data according to established procedures
- Maintain appropriate and accurate documentation for compliance with Individual Education Program (IEP) laws as assigned by the position; update and maintain data in designated special education information system and other programs; assure proper coding for MediCal billing; utilize data to assist in establishing and preparing class lists, program calendars, information booklets, master lists/logs and other related materials; audit information received from school sites for special education funding purposes; add incoming student referrals into the system; tag student's disabilities, handicapping condition or grade as needed

- Perform a variety of administrative support duties in support of assigned office; receive telephone calls, greet visitors and provide information and assistance to students, parents, staff and the public; assist students and parents in completing forms; issue admit slips as needed
- Prepare reports for distribution; submit reports to appropriate agency or personnel according to established time lines
- Coordinate the student scheduling process to meet the needs of students, staff and parents as assigned by the position; assist an administrator with building the Master Schedule and making various adjustments to teacher assignments and room assignments
- Prepare and distribute materials for teachers as assigned by the position; create and distribute weekly attendance reports; create and distribute progress reports and report cards
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods and procedures of operating computers and peripheral equipment

Data control procedures and data entry operations

Principles and practices of data collection and processing

Record-keeping and report preparation techniques

Policies and objectives of assigned programs and activities

Methods of collecting and organizing data and information

Scheduling requirements for mandated reports

Technical aspects of field of specialty

Modern office practices, procedures and equipment

Correct English usage, grammar, spelling, punctuation and vocabulary

Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

Basic math

ABILITY TO:

Perform a variety of duties involved in the collection, review, manipulation and reporting of student information

Utilize a computer to input data, create queries and produce a variety of mandated and requested computerized records and reports

Operate computers and peripheral equipment properly and efficiently

Review and verify input and output data to assure accuracy and efficiency

Assemble and prepare data for records and reports

Compile data in a timely and efficient manner and prepare reports

Establish and maintain files and records

Keyboard or input data at an acceptable rate of speed

Establish and maintain cooperative and effective working relationships with others

Meet schedules and time lines
Work independently with little direction
Communicate effectively both orally and in writing
Determine appropriate action within clearly defined guidelines
Add, subtract, multiply and divide with speed and accuracy

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years clerical or secretarial experience including some increasingly responsible experience in record-keeping or maintaining student records

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Seeing to view a computer monitor and read a variety of materials
Hearing and speaking to exchange information
Sitting or standing for extended periods of time
Bending at the waist or kneeling to file and retrieve materials