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<b>Position:</b>	Student Activities Specialist I	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Varies	<b>Salary Grade:</b>	09
<b>Reports to/Evaluated by:</b>	Principal, Office Supervisor, or Program Director	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

Under general supervision performs a variety of administrative duties in support of an assigned area at the elementary school level. Tasks include office support and other assignments typically associated with the running of a school office. Duties may include routine registration, attendance, health services assistance and other essential school functions related to student procedures and activities.

**DISTINGUISHING CAREER FEATURES**

The Student Activities Specialist I is part of the first level in a Student Activities Specialist career path. Advancement to Level II is usually at a middle school where the position will coordinate attendance, registration, or generalist support to a counselor or education administrator, or when supporting others in a single function at a high school. Advancement to level III is possible in attendance, registration, grades, transcripts, graduation, or athletics at a high school. These positions require additional experience and specialized knowledge.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs a variety of recurring clerical duties. Assignments may include attendance, registration, maintaining and distributing progress reports and evaluations, faculty and staff attendance reporting, scheduling, coordinating and administering tests, support to student groups, ordering or maintaining inventories.
- Receives phone calls and office visitors. Assists and re-directs individuals to the proper resource. Keeps staff up to date regarding issues and activities related to assigned area.
- Communicates with students, faculty, staff and parents as needed to carry out assigned duties, using written communications in standardized formats, in-person conversations, or telephone calls.
- Works with students, parents, and staff to convey common school policies and procedures related to areas such as events, attendance, student records, registration requirements, and discipline procedures.
- Prepares various types of documents and communications such as independent study contracts for teachers, discipline letters and award certificates.
- Assists other support staff for assigned area in the performance of a variety of clerical and office duties. Serves as back-up for other office staff when absent including providing health assistance in absence of a Nurse or Health Services Assistant. May perform urgent first aid or other health services of similar scope to students.
- Types a variety of documents including applications, tests, schedules, bulletins, reports, contracts and lists. Prepares and types letters, memos and correspondence from written notes or oral instructions.

- Performs data entry of student information to maintain accurate and timely school records. Compiles and maintains a variety of records and reports. Maintains control of private and sensitive information.
- Prints, collates and prepares various office documents and reports. Prepares and forwards information and reports to other offices or schools as it relates to assigned area.
- Maintains files and office equipment. Conducts supply inventory and maintains appropriate supply levels.
- Assists other staff with understanding policies and procedures of assigned area and use of applicable services. May receive, collect, and count funds, forwarding them to an accounting staff member for final verification.
- Performs other related duties and responsibilities as required.

## **QUALIFICATIONS**

**Knowledge and Skills:** Knowledge of District calendars, matriculation and registration policies, procedures steps, and processes. Requires a working knowledge of applicable Education codes. Requires in-depth knowledge of the student registration process, origination and compilation of cumulative student records, and the course/activity schedules of the school. Requires well-developed writing skills to prepare professional correspondence and reports.

**Abilities:** Ability to maintain a complex set of records and reports consistent with defined requirements. Requires skill at organizing and developing controls for the security of large volumes of alpha and numeric student data. Requires well-developed human relations skills to convey school performance, programs, policies, and procedures to new students and parents. Must maintain confidentiality of student records and information. Must be able to perform all of the clerical and record keeping duties of the position including operation of computer software programs. Duties are normally office support and administrative in nature, requiring exercise of some judgment and discretion to accomplish work assignments.

**Physical Abilities:** Requires sufficient arm, hand, finger dexterity to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

**Working Conditions:** Work is normally performed in an office setting with minimal exposure to health or safety hazards.

**Education and Experience:** High School Diploma, or G.E.D. Certificate; supplemented by one (1) year of general clerical experience requiring frequent public contact. Any equivalent combination of education, training and experience.

**Credential Requirements** May require valid Driver's License. Requires CPR and/or First Aid Certification.