
Position:	Student Activities Specialist II	FLSA:	Non-Exempt
Department/Site:	Varies	Salary Grade:	11
Reports to/Evaluated by:	Principal, Office Supervisor, or Learning Director	Salary Schedule:	Classified

SUMMARY

Under general supervision performs a variety of administrative duties in support of an assigned area at the middle 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 II is part of the second skill level in a Student Activities Specialist career path. Level II requires the ability to carry out a variety of office tasks independently and thorough knowledge of modern office practices in a school setting. Advancement to level III is possible in Attendance, Registration or Athletics at a high school. These positions require additional experience and specialized knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a wide range of administrative 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.
- Coordinates and assists other support staff for assigned area in the performance of a variety of clerical and office duties. May serve as back-up for other office staff when absent including providing health assistance in absence of Nurse.
- Communicates with students, faculty, staff and parents as needed to carry out assigned duties. May include formal written communications using standard formats, in-person conversations or telephone calls.
- Guide students, parents, faculty and staff regarding school policies and procedures related to a variety of areas such as event coordination, student accounts, registration requirements and discipline procedures.
- May communicate with parents on discipline issues. Ensures scheduling of appointments for counselors if indicated. Maintains records on discipline issues and monitors compliance with restrictions. Prepares various types of documents and communications such as independent study contracts for teachers, discipline letters and award certificates.
- Receives phone calls and office visitors. Assists and re-directs individuals appropriately. Keeps appropriate staff up to date regarding issues and activities related to area.

- 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. 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.
- Performs data entry to maintain accurate and timely school records. Compiles and maintains a variety of records and reports.
- Maintains files and office equipment. Conducts supply inventory and maintains appropriate supply levels.
- Assist other staff with understanding policies and procedures of assigned area and use of applicable services. May receive, collect, and count funds, forwarding them to appropriate account clerk.
- May oversee the work of student aides.
- Maintain confidentiality of school records.
- 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 three (3) years of general clerical experience requiring frequent public contact with at least one year in a school setting. Any equivalent combination of education, training and experience.

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