

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Student Activities Specialist Intermediate Senior

Salary Grade: 16

Salary Schedule: Classified

Department/Site: Varies

Reports to/Evaluated by: Principal or Deputy Principal FLSA: Non-Exempt

SUMMARY

Under general direction, oversees and ensures accurate and efficient input of data for site, district and state reporting. Performs administrative and record keeping duties related to the maintenance of complex attendance records. The Student Activities Specialist Intermediate Senior is in the Student Activities Specialist career path which is designed for those providing clerical, secretarial, and administrative support in a school setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sets up and oversee program procedures including ensuring effectiveness and accuracy of program and records.
- Communicates with students, faculty, staff and parents as needed to carry out assigned duties.
- May include formal written communications using standard or customized formats, in-person conversations or telephone calls.
- Receives phone calls and office visitors.
- Prepares and forwards information and reports to other offices or schools requested.
- Maintain confidentiality of school records.
- Maintains a wide range of data related to student files, attendance and registration records or other according to department specialization. Receives, verifies, enters data into required programs or formats. Retrieves data from files and/or records for the purpose of generating mailing labels, a variety of required reports and developing statistical information.
- Maintains and verifies student data files and assures that all necessary documents have been obtained. Receives new data and/or revisions, enters data, routes updated information to appropriate staff or departments. Generates monthly reports.
- Assists with pre-registration and registration as assigned. Inputs yearly registration information and master course schedule information for registration. Assists with the entry and preparation of registration materials.
- Maintains and updates master course schedules. Processes program changes, drops, withdrawals and reinstatement records.
- Establish and maintain a variety of accounts that support fiscal management of student body funds and school club accounts. Maintains and posts cash receipts and payments. Verifies invoices and prepares checks for payment.
- Receives, verifies, records, and maintains deposits of ASB monies and co-curricular fees to the appropriate accounts in a timely manner.

- Provides information on account balances, and availability of policies to enable teachers who are club and class advisors to implement club and class activities. May also provide support for planned activities.
- Prepares and processes purchase orders, assuring appropriate authorization and compliance with established procedures and laws.
- Sets up cash boxes, ticket sales, and change funds as needed for athletic special events; schedules security, ticket salespersons, and other personnel as required.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

- **Knowledge and Skills:** Thorough knowledge of District and attendance operations, policies and procedures preferred. Must be familiar with applicable Education codes. Considerable knowledge of general clerical and administrative practices and principles. Strong communication skills to interact with students, parents, staff and the public. Must be able to organize and prioritize ones own work and that of others.
- **Abilities:** Ability to prepare written reports and correspondence and perform general or complex clerical duties with limited supervision. Ability to use common office applications e.g. Pagemaker, Excel, MS Word. Proven ability to plan, organize and prioritize work to meet schedules and timelines; to deal with frequent interruptions and distractions in a fast paced setting. Must be able to deal with sensitive communications and maintain confidentiality of student information. Requires ability to lead and direct other staff in carrying out attendance related activities. Able to exercise 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 performed in usual office conditions with rare exposure to disagreeable environmental factors.

- 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 (1) year working directly with attendance. Any equivalent combination of education, training and experience.
- Credential Requirements: May required valid Driver's License. May require CPR and/or First Aid Certification.