

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Student Activities Specialist Intermediate

Salary Grade: 13

Salary Schedule: Classified

Department/Site: Varies

Reports to/Evaluated by: Varies

FLSA Status: Non-Exempt

SUMMARY

Under direct supervision, performs a variety of complex clerical and statistical record-keeping duties related to student enrollment, attendance, graduation, or withdrawal, depending on the assignment. This role involves maintaining accurate attendance records, providing technical assistance, and communicating with students, parents, and staff. It may also include evaluating, processing, and maintaining academic records.

DISTINGUISHING CAREER FEATURES

The Student Activities Specialist Intermediate is part of a career path designed for those providing clerical, secretarial, and administrative support in a school setting. This position requires specialized knowledge in areas such as attendance, registration, grades, transcripts, or graduation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares and maintains student records, including permanent record cards.
- Enters information according to established procedures and routes updated information.
- Generates periodic reports.
- Requests and processes transcripts.
- Performs office procedures to ensure accurate and timely attendance reporting.
- Provides technical assistance concerning school attendance.
- Communicates regularly with parents, staff, and students regarding attendance issues.
- Trains and directs other staff in attendance-related activities (if applicable).
- Evaluates, processes, maintains, and records semester hour credits and subject grades (if applicable).

QUALIFICATIONS

- Knowledge of: Record-keeping practices and procedures. School policies and procedures related to attendance and registration. Strong clerical and organizational skills. Effective communication and human relations skills. Proficiency in computer applications.
- Ability to: Perform complex clerical duties with accuracy and efficiency. Maintain a complex set of records and reports. Organize and prioritize work. Communicate effectively with diverse

individuals. Maintain confidentiality of student records. Provide technical assistance and training (if applicable).

- Education and Experience: High School Diploma or equivalent. Three years of general clerical or record-keeping experience, preferably in a school setting. One year of experience working directly with registration (if applicable).
- Licenses and Certificates: May require a valid Driver's License. May require CPR and/or First Aid Certification (for attendance-related duties).
- Working Conditions: Work is performed in a standard office environment. Requires sufficient dexterity to operate office equipment. Requires visual and auditory acuity for communication.