



Leadership • Collaboration • Support

JOB TITLE: Student Information Specialist

CSEA Salary Schedule, Range 23

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To gather, compile, maintain records, prepare reports, and act as information source regarding student programs.

JOB REQUIREMENTS AND QUALIFICATIONS

- Passing score on Solano County Office of Education clerical tests.
- Ability to accurately type at 40 words per minute.
- Knowledge of efficient office methods and practices including business correspondence, receptionist techniques, and report writing.
- Knowledge of proper English usage, grammar, spelling, punctuation, and vocabulary.
- Ability to operate standard office machines and use a business office level computer.
- Ability to establish and maintain efficient filing systems, forms, and work sheets.
- Ability to perform mathematical calculations.
- Ability to establish and maintain effective work relationships with fellow employees, teachers, administrators, students, parents, other agencies, and the general public.
- Ability to meet timelines.
- High school diploma or G.E.D. equivalent.

This work consists of complex and specialized clerical duties.

ESSENTIAL DUTIES

- Maintains and monitors attendance as appropriate.
- Gathers, compiles, and prepares student data reports and distributes as necessary.
- Gathers, compiles, and verifies student registration information.

- Maintains class enrollment lists.
- Develops forms and work sheets for efficient record keeping and maintenance of relevant data.
- Prepares orientation materials for each program including all forms and instructions necessary for efficient record keeping.
- Establishes and maintains appropriate filing systems as needed.
- Generates student report cards and/or progress reports as necessary.
- Generates student transcripts and/or assessment reports as necessary.

MARGINAL DUTIES

- Maintains list of courses.
- Performs miscellaneous clerical and record keeping duties as necessary.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a framework of standard policies and procedures.

SUPERVISION EXERCISED

None.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (15%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or
Pulling Loads (1) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (2) Climbing Ladders (1)