

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Matriculation and Orientation Center Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9827	WORK YEAR:	12 Months
DEPARTMENT:	Matriculation and Orientation	SALARY:	Range 50 Salary Schedule C
REPORTS TO:	Director, Enrollment Center	HR APPROVAL:	3/14/2022
		CABINET APPROVAL:	10/28/2021

BASIC FUNCTION:

Perform diverse, complex technical duties related to the daily operations of the Matriculation and Orientation Center (MOC), which is the District's centralized registration office for in-take of new language students to the Sacramento City Unified School District; requires independent judgment and analysis; assists in the development, implementation and operating procedures linking parents to District programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Enroll new language minority students or transfer existing students, completing all necessary forms and paperwork; ensure compliance with entry and/or eligibility requirements, i.e., immunization, proof of residence, age verification, transcripts, verification of approval for entry, preschool program eligibility, etc. **E**

Meet with parents and students to explain entry requirements; communicate with parents and others regarding enrollment and transfer policies, procedures and options; and provide information and assistance regarding enrollment and intra/inter-district transfers. **E**

Provide information regarding District programs and services for the purpose of providing necessary information for making decisions, taking appropriate action, and/or complying with established guidelines. **E**

Implement and maintain records of new language students from previous schools; act as a liaison with other schools, offices, and school districts on matters related to student records; and update and maintain accurate records for student inter- and intra-district transfers. **E**

Work with school improvement initiatives that close the student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Assist with administering English Language Proficiency Assessments for California Test (ELPAC) to students in K-12 whose primary language is not English; administer the ELPAC statewide English proficiency test according to federal and state law. **E**

Work with schools and departments to prioritize translation needs, provide support for translation efforts, and ensure that translation activities are effective and meet objectives; establish a pool of interpreters. **E**

Assist in the planning, organizing and coordination of workshops, and training sessions for the assessor-translator, registrars, and District staff; assist with parent trainings to access adult learning opportunities with the Adult School Department. **E**

Assist with making presentations to District staff, community members, and parents regarding MOC and the matriculation process. **E**

Ensure MOC activities and services are coordinated with established data collection processes and procedures. **E**

Operate a computer to access database and spreadsheet records; create, enter, extract, arrange, and/or update data; generate reports, records, lists, and summaries from computer database; and operate digital imaging equipment, scanner, and standard office equipment. **E**

Assist other personnel as may be required to support them in the completion of their work activities; may direct the work of other clerical personnel, as well as students. **E**

Prepare correspondence, records, reports, bulletins, or other material as needed. **E**

Transmit confidential or sensitive information as appropriate. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE

Any combination equivalent to: associate’s degree, and five (5) years of increasingly responsible experience working with English Learner and parents, or programs sponsored by education government agencies, or community-based organizations. Bachelor’s degree preferred.

LICENSES AND OTHER REQUIREMENTS

Hold a valid California driver’s license, and provide proof of insurance. May occasionally work overtime and on weekends. Overall scores in computer software testing programs preferred as follows:

Keyboarding.....	50 Correct WPM
Word.....	75% Overall Score
Excel.....	75% Overall Score

KNOWLEDGE AND ABILITIES:

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KNOWLEDGE OF:

- Matriculation and Orientation process.
- Federal, state and District policies and procedures regarding enrollment and attendance.
- District policies and procedures, terminology, curriculum grades, report cards, and tests.
- Applicable sections of State Education Code and other applicable state and federal laws related to students.
- Correct English usage including grammar, spelling, punctuation, and vocabulary and a “native” knowledge of another designated language.
- Report writing, and record keeping techniques.
- Effective oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

- Health and safety regulations.

ABILITY TO:

- Assist in the development of effective media communication strategies for all communities, including culturally diverse communities and those that speak other languages in the District.
- Interpret nuances of languages.
- Recognize formatting and diacritical errors of language.
- Assist in estimating translation time for assignments, and produce ready materials within strict timelines.
- Perform basic functions of the position.
- Deal with the public in a tactful, patient, and courteous manner.
- Communicate effectively, giving verbal directions, instructions, or information clearly and concisely.
- Multi-task and work independently while meeting schedules and timelines.
- Perform clerical and data entry tasks with maximum efficiency and accuracy.
- Analyze situations, and adopt an effective course of action.
- Lift light objects according to safety regulations.
- Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; constant interruptions, may travel to school sites to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve or store records, files, and supplies from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read small print, various documents related to assigned activities, and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.