

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Matriculation and Orientation Center Technician	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9638	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Matriculation and Orientation	<b>SALARY:</b>	Range 42 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>HR APPROVAL:</b> <b>HR REVISION:</b>	09-09-11

**BASIC FUNCTION:**

Perform diverse, complex clerical and technical duties related to the centralized registration office for in-take of new language minority students to the Sacramento City Unified School District. Enroll and register students, request student records, transcripts, and permanent records; enter student data into the district's student system; perform a wide variety of tasks unique to the Matriculation and Orientation Center.

**DISTINGUISHING CHARACTERISTICS:**

Individual in the classification have a large volume of student and public contact. They are expected to solve a variety of problems independently, and recognize which problems require supervisory assistance.

**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 (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; provide information and assistance regarding enrollment and intra-/inter-district transfers. **E**

Verify correct addresses and school boundaries; obtain Individual Education Plan (IEP) if child is receiving special education services. **E**

Process placement of students due to overflow of enrollment, and notify Transportation Services as needed. **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 minority students from previous schools; act as a liaison with other schools, offices, and school districts on matters related to student records; update and maintain accurate records for student inter- and intra-district transfers. **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; operate digital imaging equipment, scanner, and standard office equipment. **E**

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

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

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and three years of clerical experience involving public contact with bilingual parents, preferably including at least two years of experience in a school district.

### **LICENSES AND OTHER REQUIREMENTS:**

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

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

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

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.  
 Current office practices and procedures, including filing systems.  
 Basic budgeting practices regarding monitoring and control.  
 Basic math.  
 Operation of a computer, related software, digital imaging equipment, scanner, and standard office equipment.  
 Correct English usage, grammar, spelling, punctuation, and vocabulary.  
 Oral and written communication skills.  
 Interpersonal skills using tact, patience, and courtesy.  
 Health and safety regulations.

#### **ABILITY TO:**

Perform the basic function 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.  
 Exhibit diplomacy, friendliness, poise, and firmness as appropriate.  
 Learn and implement district assignment/enrollment policies and procedures, and apply them with good judgment in a variety of procedural situations.  
 Utilize vocabulary, grammar, punctuation, and spelling effectively.  
 Establish and maintain cooperative and effective working relationships with others.  
 Analyze situations, and adopt an effective course of action.  
 Multi-task and work independently while meeting schedules and timelines.  
 Perform clerical and data entry tasks with maximum efficiency and accuracy.  
 Understand and carry out oral and written instructions.  
 Perform computational tasks with speed and accuracy.  
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
 Operate a computer, related software, digital imaging equipment, scanner, and standard office equipment.  
 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.

**APPROVALS:**

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Carol Mignone Stephen, Interim Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date