

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Supervisor, Matriculation and Orientation Center	<b>CLASSIFICATION:</b>	Classified Non-Represented Supervisor
<b>SERIES:</b>	Supervisor II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1670	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Multilingual Education	<b>SALARY:</b>	Range 16 Salary Schedule G2
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	09-15-05
		<b>BOARD REVISION:</b>	

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**BASIC FUNCTION:**

Supervise, plan, organize, coordinate, and direct the Matriculation and Orientation Center (MOC) activities and related functions requiring independent judgment and analysis; provide training, and recommend and assist in the formulation and implementation of operating procedures and policies; train, supervise, and evaluate the performance of assigned staff.

**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.)**

Supervise, plan, organize, coordinate, and direct the MOC activities and related functions requiring independent judgment and analysis; provide training, and recommend and assist in the formulation and implementation of operating procedures and policies. **E**

Supervise, train, and evaluate the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; counsel and discipline assigned staff according to district policies and procedures. **E**

Supervise, plan, organize, coordinate, and direct the completion of the student matriculation process; establish and maintain student records, organize and supervise distribution of student records, determine school of attendance, and determine eligibility of foreign students. **E**

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

Conduct research, analyze data, and compile reports to improve the effectiveness of the MOC; provide assistance with grant writing and other outside funding opportunities; provide assistance with the development of the MOC budget. **E**

Develop and conduct orientations, workshops, and training sessions for assessor-translators, registrars, and district staff; organize and supervise ongoing parent trainings; coordinate parent access to adult learning opportunities with the Adult School Department. **E**

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

Serve as the program liaison to local, regional, and state agencies as assigned. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with community agencies and organizations, district personnel, and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

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

Any combination equivalent to: associate's degree, and five years of increasingly responsible experience working with English Learners and parents, or programs sponsored by education government agencies, or community-based organizations. Advanced degrees preferred.

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

Valid California driver's license; provide personal automobile. Specific languages may be required. Overall scores in computer software QWIZ testing program required as follows:

Keyboarding .....	55 Correct WPM
Word .....	85% Overall Score
Excel or Access.....	85% Overall Score
PowerPoint.....	85% Overall Score

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Matriculation and orientation process.

Planning, organization, and coordination needed for the MOC.

MOC strategies, funding opportunities, and community contacts.

Technical aspects of field of specialty.

Applicable section of the State Education Code, other laws, rules, and regulations related to assigned activities.

District organization, operations, policies, and procedures.

Research methods, report writing, and record-keeping techniques.

Presentation, communication, and public speaking techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Reading and writing English communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer, related software, and standard office equipment.

Principles and practices of effective supervision.

Health and safety regulations.

#### **ABILITY TO:**

Perform the basic function of the position.

Train, supervise, and evaluate the performance of assigned staff.

Recommend and assist in the formulation and implementation of operating procedures and policies.

Conduct research, analyze data, and compile reports.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Understand and follow oral and written directions, procedures, functions, and limitations of assigned duties.

Operate a computer, related software, and standard office equipment.

Communicate effectively, and maintain cooperative and effective working relationships with others.

Analyze situations accurately, and adopt an effective course of action.

Work independently with little direction, and meet schedules and timelines.

Compose correspondence and written materials independently.

Meet district standards of professional conduct as outlined in Board Policy.

Lift light objects according to safety regulations.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally; lift light objects.

Sup II Matric & Orien Ctr (ZIP 100)

**APPROVALS:**

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Carol M. Mignone, Associate Superintendent, Human Resource Services

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Date

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M. Magdalena Carrillo Mejia, Ph.D., Superintendent

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Date