

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: STAFF SERVICES TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide instructional assistance and monitor students assigned to an on campus suspension program or other learning environment as assigned by the position; provide technical clerical support to an assigned school site as assigned by the position; maintain accurate daily program attendance records; enforce school rules and regulations in a fair, firm and equitable manner.

ESSENTIAL FUNCTIONS:

Provide instructional assistance and monitor students assigned to an on campus suspension program or other learning environment as assigned by the position; monitor and maintain appropriate student behavior in the center; maintain accurate daily program attendance records; provide assistance to school site staff regarding discipline procedures and techniques.

Provide technical clerical support to an assigned school site as assigned by the position; answer telephones; greet and assist visitors; provide information and assistance to callers, students and visitors.

Input information into computerized database and generate a variety of reports and lists; assure the timely distribution and receipt of a variety of records and reports; maintain rosters, schedules and activity calendars as assigned.

Provide instruction and assistance to students regarding assignments as appropriate; assist in the preparation and coordination of testing materials as assigned by the position.

Communicate with administrators, District and school staff and outside organizations regarding office operations, activities, policies and procedures and student information.

Perform a variety of clerical duties including filing, duplicating, typing and maintaining records related to work performed.

Inventory, order, receive, store and distribute office, classroom and school supplies, materials and equipment; coordinate use of equipment and prepare equipment for distribution; follow-up with vendors concerning missing or incorrect orders.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Operate and maintain a variety of office equipment including a computer and assigned software; arrange for repairs of equipment.

Attend a variety of meetings, conferences and workshops; assemble needed student information prior to meetings as assigned; drive a vehicle to various sites to conduct work as necessary.

Assist administrators with monitoring student grades, attendance, and graduation and promotion requirements.

Participate in the development of program policies and procedures.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Record-keeping and filing techniques.

Telephone techniques and etiquette.

Report preparation techniques.

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

Interpersonal skills using tact, patience and courtesy.

Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.

Oral and written communication skills.

Proper methods of storing equipment, materials and supplies.

Basic math.

ABILITY TO:

Monitor students assigned to an on campus suspension program or other learning environment as assigned by the position.

Provide technical clerical support to an assigned school site as assigned by the position.

Understand and relate to students with special needs and of diverse backgrounds.

Learn supervision techniques for students with discipline problems.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Operate a variety of office equipment including a computer and assigned software.

Make mathematical computations with speed and accuracy.

Type at a minimum of 35 words per minute from clear copy.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information in person or on the telephone.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.
Sit or stand for extended periods of time.
Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by college level coursework in business, psychology or a related field and two years of clerical experience involving public contact and record-keeping.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office or classroom environment.
Constant interruptions.
May be required to drive as needed.