



For the future of every student

CLASS TITLE: STUDENT PLACEMENT SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties in support of Student Support Services and assigned student services such as School Attendance Review Board (SARB); serve as a liaison and coordinate communications and information related to assigned Student Support Services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties in support of Student Support Services and assigned student services such as Student Placement programs; compile, assemble and verify a variety of data and information.

Serve as a liaison between the Director, schools, parents and the public concerning assigned student support services; assist with resolving a variety of issues, conflicts, complaints and problems related to student enrollment, attendance, transfers and placements.

Initiate and receive telephone calls concerning various Student Support Services matters; screen and route calls as directed; take and relay messages; greet and assist visitors; schedule and arrange appointments in support of Student Support Services.

Process alternative placements as requested; arrange school transfers for current students for enrollment in other District schools; review student information to determine eligibility; verify space availability and place students in requested schools.

Prepare, print, distribute, collect, sort, file and process a variety of data, documents, information, forms, applications and paperwork related to child welfare and attendance office, enrollment, discipline, placement and other assigned functions; review materials for accuracy and completeness; make corrections as needed.

Provide technical assistance to the School Attendance Review Board (SARB) committee; prepare and send out notices of meetings; compile and prepare agenda items and other required information and materials for meetings and other events; take, transcribe and distribute minutes as directed.

Serve as a technical resource concerning assigned student services; respond to inquiries and provide detailed information concerning student transfers, placement, enrollment and related referrals, standards, practices, laws, codes, rules, regulations, policies and procedures.

Compose, distribute and respond to a variety of correspondence related to assigned Student Support Services functions and assigned student services; maintain and update Student Support Services website content as directed.

Compile information and prepare and maintain a variety of records, reports and files related to students, enrollment, alternative placements, referrals, transfers, CSIS, dropouts, attendance, probation and assigned activities; duplicate and distribute materials as needed.

Perform various duties in support of student discipline functions as required; assist with processing and

coordinating response to student dropouts; update Probation Officers with information related to student contacts.

Input and update student and other data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate a variety of computerized reports and documents; assure accuracy of input and output data.

Operate a variety of office equipment computer and assigned software.

Attend and participate in various meetings, workshops and in-services as assigned

May provide oral and written translation between students, teachers, staff, parents and others as assigned by the position; may provide written translation and interpretation of correspondence, letters, reports and other materials as required.

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, principles, practices, methods and procedures related to Student Support Services.

District policies and procedures of assigned programs, services and activities.

General student enrollment, transfer, placement and discipline standards, practices and procedures.

Applicable laws, codes, rules, regulations, policies and procedures.

Record-keeping and report preparation techniques.

Data control procedures and data entry operations.

Methods of collecting and organizing data and information.

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

Basic interviewing and advisement techniques.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of identified students and families.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

ABILITY TO:

Process alternative placements and arrange related school transfers.

Prepare, revise, update, distribute, collect, verify, process and file student, attendance, disciplinary, enrollment and various other forms, notifications and documents.

Provide assistance to staff, parents and others regarding assigned student services.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Understand and resolve issues, complaints or problems.

Compile, verify and assemble data and information.

Utilize a computer to input and extract data, and maintain and update various databases and records related to assigned activities.

Answer telephones and greet the public courteously.

Learn policies and objectives of assigned programs and activities.

Prepare and maintain a variety of manual and automated records, files and reports.

Type or input data accurately and at an acceptable rate of speed.

Operate a variety of standard office machines and equipment such as a computer and all applicable assigned software, copiers, printers, scanners, calculators, etc.

Compose correspondence and written materials independently or from oral instructions.
Complete work with many interruptions.
Meet schedules and time lines.
Maintain confidentiality of privileged information obtained in the course of work.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to graduation from high school or equivalent, and four years increasingly responsible administrative support experience working with student services, enrollment or related functions. Experience working with school district attendance policies and procedures highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to translate oral and written communications between English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.

<i>Approved by Personnel Commission:</i>	<i>06/18/2008</i>
<i>Revised:</i>	<i>10/17/2012</i>
<i>Revised:</i>	<i>09/16/2020</i>