



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 3122
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt
Union Representation: Represented**

Admissions and Records Technician

GENERAL PURPOSE

Under general supervision, assists in administering technical administrative recordkeeping duties of significant scope and difficulty for student academic, testing, attendance and health information; acts as a resource for school district staff related to students enrolling in Alternative Education (ACCESS); maintains and updates student cumulative and permanent records and records and inputs student data; enrolls and registers students; maintains and verifies the accuracy of student attendance information and prepares attendance reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Admissions and Records Technicians act as a resource to school district staff related to the transition of students to ACCESS. Incumbents are responsible for performing routine to moderately complex technical administrative duties pertaining to the creation, maintenance, and updating of student records. Incumbents are responsible for maintaining and updating permanent student records in OCDE's student information system and entering and ensuring the accuracy of student attendance information. Incumbents also perform a variety of other technical and administrative support duties in support of student records functions. Incumbents are expected to perform job assignments without close supervision using knowledge of OCDE automated systems/databases, policies, practices, and procedures. Incumbents carry out a wide variety of difficult and responsible administrative and technical recordkeeping duties required for the administration of their assigned area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Act as a resource to school district staff and families related to enrolling students in ACCESS; provide guidance, materials, and information to families and district staff; and assist leadership as needed during meetings and presentations on student enrollment processes and procedures.
2. Create, prepare, record, input, maintain, review, and update a variety of ACCESS and student academic, testing, class schedule, credits, attendance, discipline, behavior, and health records, including records of a higher degree of complexity or difficulty; and ensure accuracy and proper maintenance of student records and files manually and in computerized student information systems.
3. Review a variety of records, reports, and other documents for completeness and accuracy and resolve discrepancies as required; and file, maintain, and update student records and files, prepare, generate, and submit a variety of reports required for ACCESS and staff use and for state and county reporting purposes.

4. Register new students, including making enrollment appointments with student and parents; review and verify student registration information; copy original documents; follow up to obtain immunizations and hearing and vision tests; transfer students to and from other school districts; correspond with students and families to update pertinent information and records; ensure all student paperwork is filled out properly; delete student and family files as appropriate; and post/enter course grades, grade changes, test scores and other data.
5. Receive and respond to requests from other ACCESS schools regarding student records and files; send or request student records and transcripts from other districts; and provide copies of student records and information as requested by staff, students, parents, probation officers, other school districts, and external agencies.
6. Research current and historical records and provide documentation as requested by staff, students, parents, auditors and other school districts and agencies; conduct record checks for various purposes; generate unofficial transcripts; and request diplomas.
7. Scan, verify, and input daily student attendance; provide unverified attendance reports to teachers to resolve; print weekly attendance rosters and verify the accuracy and completeness of attendance rosters at month-end; and maintain attendance documentation for audit in compliance with ACCESS policies and procedures and state regulations.
8. Maintain student disciplinary files and records; respond to requests from Probation, County Social Service, and other agencies for attendance and behavior information.
9. Answer, screen, and refer telephone calls; take telephone messages and send messages to students or staff; greet and direct visitors to the appropriate office or staff member; respond to requests for information, question and complaints, and refer questions and complaints to appropriate staff when necessary; and provide general information regarding division and school policies and procedures to staff, students, and parents.
10. Prepare student identification cards; take student pictures, download information on software template; print and laminate cards; and distribute to coordinating teachers.
11. Perform a variety of administrative and clerical duties in support of office operations.

OTHER DUTIES

1. May assist in marketing and promoting ACCESS programs to the community.
2. May assist in performing home visits regarding student attendance.
3. May schedule meetings to resolve student conflicts/discipline problems.
4. Verify eligibility of students for state funding for special programs.
5. Attend a variety of meetings and training sessions as assigned.

QUALIFICATIONS

Knowledge of:

1. Office administrative and management practices and procedures, including confidential filing and record keeping practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.

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3. District organization, functions, rules, policies and procedures applicable to the maintenance student records, including the processing and maintenance of disciplinary records.
 4. District and state regulations, rules, policies and procedures for the reporting of student attendance and maintenance of applicable records.
 5. Uses and operations of computers, standard business software, including word processing, spreadsheet, database, and other applications and specialized ACCESS student information systems.
 6. Basic research techniques, methods, and procedures.

Ability and Skill to:

1. Learn and apply detailed and technical operations of OCDE's student information computer systems.
2. Organize and maintain highly detailed, confidential student records and files.
3. Operate a computer using word processing, spreadsheet, database and other business software and other standard office equipment.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Interpret, apply, explain, and reach sound decisions in accordance with ACCESS policies and procedures.
6. Communicate clearly and effectively, both orally and in writing.
7. Explain ACCESS processes and procedures to school district staff and provide related guidance.
8. Understand and follow written and oral instructions.
9. Prepare clear, accurate, and concise records and reports.
10. Maintain very sensitive and confidential information.
11. Deal with sensitive and difficult situations.
12. Establish and maintain effective working relationships with OCDE and ACCESS management, administration, faculty, staff, parents, students, other school districts, external agencies, auditors, probation officers, the public, and others encountered in the course of work.
13. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or high school equivalency test, and two years of progressively responsible experience in complex administrative record-keeping and maintenance; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written

and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees typically work in an Area administrative office or school site office, and the noise level can be loud.