

CALIFORNIA MILITARY INSTITUTE

Board Approved: July 16, 2014
Salary Schedule: 281; Row 10

California Military Institute provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and applicable policies. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: GUIDANCE/STUDENT INFORMATION SYSTEM TECHNICIAN/REGISTRAR

JOB PURPOSE STATEMENT: To provide support services and assist the school counselor(s) with the routine and system support needs related to the performance of their duties and provide a means of developing greater effectiveness within the counseling and guidance program.

JOB FUNCTIONS:

- Assists with scholarships, grants, post-secondary educational opportunities, military service, and other forms of career guidance
- Confers with counselors, teachers, administrators, parents and cadets regarding graduation requirements
- Requests, interprets and responds to inquiries regarding cadet/student records
- Knows legal provisions, policies, regulations, and guidelines governing school record retention and management
- Assists cadets, parents, and teachers in locating and understanding guidance materials and resources
- Assists in the preparation and process of registering new cadets
- Uses student information systems to provide individual and selected query data to counselors and administrators as needed
- Uses student information systems to assist counselors and administrators in creating a master schedule as needed
- Prepares, maintains, monitors and secures the permanent school records of cadets
- Assists in the preparation of award assemblies
- Assists in the preparation, organization, and collection of testing materials; and administers and monitors group testing
- Assists with staff development techniques and implementation strategies, program audit, assessment and evaluation processes
- Maintains information boards and disseminates factual materials and information to appropriate public entities
- Inputs data and maintains master calendar

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TECHNICIAN/REGISTRAR**

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JOB FUNCTIONS – continued

- Reviews transcripts
- Perceives and evaluates student needs, requests, and problems
- Refers students to professional and specialized staff
- Functions well in a busy office environment
- Works independently and exercises good judgment
- Performs routine collecting and analytical statistical operations
- Analyzes complex records
- Operates standard office equipment including use of computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and computation
- Performs arithmetic calculations and computation procedures
- Assists with staff training related to the student information system
- Maintains and monitors the student information system software
- Manages the student information system user accounts and network security
- Performs routine student information system backups and restoration of lost files
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry 25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee

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PHYSICAL ABILITIES – continued

- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- Any combination equivalent to graduation from high school supplemented by college level coursework in business, psychology or a related field

Experience:

- Two (2) years of clerical experience involving public contact and record-keeping in an educational setting desirable

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 45 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- Valid Driver's License
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Non-Union Position