

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005
Salary Schedule: 20; Row: 20

Perris Union High School District 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 Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: INDEPENDENT STUDY TECHNICIAN

JOB PURPOSE STATEMENT: Under supervision to provide secretarial, clerical, guidance technician, attendance technician, and registrar duties under the Independent Study Program.

JOB FUNCTIONS:

- Composes and disseminates documents to communicate information to school and district personnel, the public, outside agencies, etc.
- Evaluates situations (i.e., involving other staff, students, parents, the public, etc.) in order to direct to appropriate personnel for action
- Responds to inquiries of the public, staff, students, and outside agencies to provide information and/or direction as may be required
- Attends meetings as assigned to convey and/or gather information required to perform the job functions
- Assists in the preparation and process of registering new students
- Assists in the preparation, organization, and collection of testing materials; and administers and monitors group testing
- Inputs data and maintains master calendar
- Checks and evaluates transcripts
- Analyzes complex records
- Prepares, maintains, monitors, and secures the permanent school records of students
- Reviews, evaluates, and records student grades, course work, and credits earned for graduation and notifies counselors regarding deficiencies
- Confers with counselors, teachers, administrators, parents, and student regarding graduation requirements

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JOB FUNCTIONS – continued

- Requests, interprets, and responds to inquiries regarding student records from other schools
- Assists in researching and providing assistance to students in the preparation of forms for outside agencies
- Prepares accurate daily absence reports, Master Absence list, quarterly ADA reports, and reports related to S.A.R.B. referrals and the intervention process, and routine correspondence
- Maintains parent phone call log books
- Communicates with students, parents, and staff on truancies, chronic attendance problems, school policies and procedures and various laws governing attendance
- Sets up Phone Master daily and for special events
- Functions well in a busy office environment
- Operates standard office equipment including use of basic computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Performs arithmetic calculations and computation procedures
- Communicates effectively with students, parents, staff and the public
- Demonstrates organizational skills
- Knows standard bookkeeping practices
- Works independently with speed and accuracy exercising good judgment
- 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 hear normal range verbal conversation (approximately 60 decibels)
- 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

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PHYSICAL ABILITIES - continued

- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- 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:

- High School Diploma or General Education Diploma

Experience:

- Two years of increasingly difficult office experience

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
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance