

Serve as a lead in the office as assigned; train and provide work direction and guidance to assigned personnel; provide assistance to staff concerning manual and automated record-keeping and departmental policies and procedures; assure compliance with established guidelines and regulations

Prepare , process and distribute a variety of forms, applications, packets, flyers, reports and correspondence related to assigned activities; disseminate materials and information to students, staff, parents and the public

Review program and schedule changes and modify student records; distribute information concerning student schedule changes to faculty and other departments

Receive telephone calls, greet visitors and provide information and assistance to students, parents, staff and the public regarding student grades, enrollment and related policies and procedures

Operate a variety of office equipment including a calculator, copier, fax machine, laminator, computer and assigned software; order office supplies as needed according to established procedures

Distribute, collect, and process grade forms, report cards and variety of specialized forms and applications; review for completeness and accuracy; duplicate materials as necessary

Perform other activities in the office including enrolling and registering students, evaluating foreign and domestic transcripts for transfer students, collecting fees, overseeing the Summer Senior Diploma Program and forwarding cumulative student records and files to new schools as requested
Coordinate graduation activities including maintenance of graduation files, preparation of graduation list and graduation programs, and diploma and certificate mailings

Prepare and provide information to parents, students and staff regarding Student Exchange Program

Coordinate and troubleshoot data management with District Technology Department

Maintain and update list of National Collegiate Athletic Association (NCAA) core courses for high school students

Exercise independent judgement in resolving a variety of issues

Provide assistance and guidance to high school staff, Independent Studies Program staff, and Berkeley Technology Academy staff related to grades and course status

Attend and participate in a variety of meetings as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Transcript evaluation, maintenance and processing methods, procedures and guidelines

State and organizational requirements for graduation

Modern office practices, procedures and equipment

Applicable laws, codes, regulations, policies and procedures

Record-keeping, report preparation and filing techniques

Telephone techniques and etiquette

Oral and written communication skills

Principles of training and providing work direction

Correct English usage, grammar, spelling, punctuation and vocabulary

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

Methods of collecting and organizing data and information

Data entry techniques

Basic math

ABILITY TO:

Prepare, maintain, modify and evaluate manual and automated scholastic records