

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PUPIL SERVICES/SELPA TECHNICIAN (Range 22)

BASIC FUNCTION:

Under direction of an administrator in Pupil Services/SELPA, perform responsible duties in the area of student attendance, transfers, student discipline, the administration of the Home Hospital Program, residency verifications, truancy letters, administration of the School Attendance Review Board (SARB) and other SELPA programs; maintain records and files; provide specialized information and assistance through communication with district personnel, site staff, and students/parents; and perform a variety of clerical duties.

REPRESENTATIVE DUTIES:

Perform a variety of technical clerical duties in support of the District's transfer and Home Hospital Program, SARB program, student attendance and student discipline; communicate with applicants and provide information; prepare forms, procedures, and reports. *E*

Provide information and assistance to district personnel, site staff, and the public regarding a variety of Pupil Services/SELPA matters as well as particular information relating to transfers and Home Hospital Program, student attendance, student discipline, SARB, residency verifications and truancy letters. *E*

Receive and process student attendance matters, transfers; student discipline matters; prepare and distribute transfer information, truancy information and SARB information to parents, site staff, and district personnel; place advertisements in newspapers and radio stations regarding transfer information according to established district procedures, guidelines, and state law. *E*

Receive and process district teacher and student applications for Home Hospital Program; prepare materials for teachers assigned to individual students; maintain logs for program students and teachers; track all required paperwork including time cards for proper payment, lesson plans, registers, doctor requests, and grade sheets as required by schools, and prepare monthly report for the attendance accounting department. *E*

Receive and process student discipline, student attendance, and SARB information; prepare materials for meetings; maintain files for students; track all required paperwork for SARB and student discipline matters and prepare monthly, quarterly and year end reports as needed. *E*

Assist in revising, modifying or developing transfer procedures, student discipline, student attendance procedures, specialty procedures related to the SELPA program and SARB procedures. *E*

Research and analyze data in updating of student transfer, student discipline, student attendance and SARB policies and procedures in order to resolve transfer, attendance, discipline and SARB problems/issues. **E**

Prepare, type, update and maintain a variety of materials related to assigned activities; verify and post information as assigned; assure completeness and accuracy of materials. **E**

Compose, prepare, maintain and process a variety of confidential correspondence, records, and reports.

Operate a variety of office equipment including typewriter, calculator, copier, fax machine and others; operate a computer and assigned software programs to record information and generate lists, reports, and other materials.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Education Code sections pertinent to the SELPA program, school attendance, student discipline, SARB and pupil transfers.

District Policy and Administrative Regulations and Procedures related to the SELPA program, pupil transfers, student attendance, student discipline, and SARB.

Pupil Services/SELPA office functions, practices, and procedures.

Record-keeping techniques.

Operation of a computer terminal.

Oral and written communication skills.

Telephone techniques and etiquette.

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

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Perform responsible Pupil Services/SELPA clerical duties in the areas of transfers and the maintenance of such records and files.

Perform responsible Home Hospital Program clerical duties and the maintenance of such records and files.

Maintain the security of confidential materials.

Apply related Pupil Services/SELPA laws and procedures.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Type at 40 words per minute.

Establish and maintain cooperative and effective relationships with others.

Meet schedules and timelines.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work and two years increasingly responsible clerical experience in an office environment or two years experience working in a Pupil Services/Child Welfare and Attendance/SELPA related position.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Subject to considerable distraction and noise from constant interruptions and office activities.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard.

Reaching overhead, above the shoulders and horizontally, and kneeling or crouching to retrieve files.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read applicant materials.