



Meet with guardians regarding caregiver affidavits for K-12 students; organize and compile documents and information for caregiver affidavits for final signature to enroll. **E**

Assist district administrators with student due process issues as needed. **E**

Supervise the issuance of transcript copies on request to secondary schools, employers, and authorized individuals. **E**

Provide technical expertise to school sites, staff, and other departments regarding student services issues; conduct

**ABILITY TO:**

Supervise, plan, organize, coordinate, and direct the issuance of inter- and intra-district permits and maintenance and distribution of student records.

Determine school of attendance, and distribute and maintain work permits.

Supervise, train, mentor, and evaluate the performance of assigned staff.

Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.

Research, analyze, compile, verify data, and prepare reports.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Maintain confidentiality as appropriate.

Understand and follow oral and written directions, procedures, functions, and limitations of assigned duties.

Operate a computer and related software to enter data, maintain records, and generate reports.

Communicate effectively, and maintain cooperative and effective relationships.

Analyze situations accurately, and adopt an effective course of action.

Work independently with little direction, and meet schedules and timelines.

Compose correspondence and written materials independently.

Utilize effective leadership skills that work well in a team setting.

Lift light objects according to safety regulations.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; may drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information and make presentations; see to read, prepare, proofread documents, and monitor activities; sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bend and extend arms, wrists, and hands; lift and carry up to 25 pounds; walk on uneven surfaces; stand for extended periods of time; use tools and equipment; and perform other physical tasks as required by the job.