

PUPIL SERVICES SPECIALISTDEFINITION

Under general direction, performs a variety of difficult and highly specialized clerical work; relieves an administrator of administrative detail; assists guidance team employees with the coordinated delivery of guidance services; and performs related work as required.

CLASS CHARACTERISTICS

This class is assigned duties requiring knowledge of the District guidance and pupil personnel services. The incumbent carries responsibility for the development, coordination, and monitoring of guidance and assessment programs including local, state, and federal reports. Work requires considerable judgment in assembling and evaluating information. Incumbent is required to proficiently operate a variety of graphic software programs to produce district-wide materials. Incumbent may supervise or lead other clerical employees.

EXAMPLES OF DUTIES

Access Macintosh, IBM, and mainframe records to create, enter, extract, arrange, and update data; formats, layouts, and typesets reports, newsletters, booklets, and other material. *E*

Coordinates development of registration and assessment timelines including the proctoring, scoring, and recording for all the state mandated testing. *E*

Interacts with district office and school site personnel, other school districts, students, parents, community members, colleges, and military liaisons regarding guidance information, career units, material publications, testing schedules, and visitations. *E*

Prepares and processes complex materials which require the analysis of source material and a thorough familiarity with policies, procedures, terminology, and applicable laws in order to obtain the necessary data and assure timely submission of material. *E*

Compiles a variety of narrative, financial, and/or statistical reports, locating sources of information, devising forms to secure data and determining proper formats for finished reports. *E*

Reviews the work of others for accuracy and conformity to established procedures, including those who may not be assigned as subordinates but who are performing related operations in the work process. *E*

Designs forms and seeks improvements in procedures; participates in the reorganization of work procedures and assignments resulting from policy or legislative changes. *E*

Prepares and composes correspondence, statistical data, graphics, and reports as required, assuring compliance with state and federal guidelines. *E*

EXAMPLES OF DUTIES (cont.)

Answers questions that involve searching for and abstracting data and detailed explanations, and primarily refers only matters requiring policy decisions to immediate supervisor. *E*

Develops and implements complex record keeping procedures; maintains simple to complex files. *E*

Schedules meetings as required; arranges room reservations and distributes notices; attends workshops and meetings as required. *E*

Answers questions relating to foreign exchange students and visas. *E*

Typesets and updates District guidance materials for distribution to homes and school sites. *E*

Proofreads work performed by department clerical staff. *E*

Arranges for travel and accommodations. *E*

Acts as secretary for an administrator, making appointments, screening callers, screening correspondence, initiating replies to routine correspondence, assembling information from a variety of sources, requisitioning supplies, material, and equipment, preparing schedules, and relieving the administrator of routine office details. *E*

Participates in the preparation of various budgets, locating and gathering appropriate data as assigned. *E*

Coordinates the flow of projects and information to Information Services including all student records and annual CBEDS reports. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern office methods and procedures including the preparation of business correspondence and reports, filing, and standard office equipment operation;
2. Applicable state laws, District policies, procedures, and other regulations governing the program or area of assigned responsibility;
3. Principles of word processing;
4. Proper English usage, spelling, grammar, and punctuation;
5. Use and operation of a variety of word processing software and computers;
4. Business math;
5. Basic research and data collection procedures;
6. Business correspondence, report preparation, and composition techniques; and
7. General principles of training and supervision.

Ability to:

1. Perform difficult and complex clerical work, involving independent judgment and requiring accuracy and speed;
2. Independently prepare clear and comprehensive reports and keep difficult records;
3. Work with a high level of independence with the requirement of decision making within established limits;
4. Understand, interpret, and explain a wide variety of policies, laws, rules, and regulations to others;
5. Analyze situations and develop effective courses of action;
6. Prioritize and distribute work and develop effective work flow methods;
7. Devise and adapt work procedures and record keeping systems to meet changing organizational or specialized needs;
8. Work under pressure of stringent time lines;
9. Communicate clearly, both orally and in writing;
10. Operate complex data/word processing system, Macintosh and IBM computers, be familiar with all aspects of the student data base on the district mainframe system;
11. Maintain confidentiality of complex, confidential, and sensitive records;
12. Operate a computer with speed and accuracy;
13. Lead and direct the work of others;
14. Understand and carry out oral and written instructions;
15. Establish and maintain effective relationships with those contacted in the course of work; and
16. Maintain work pace appropriate to given work load.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Four years of increasingly responsible guidance-related experience;

or

One year of experience at or equivalent to the level of Administrative Secretary with the Huntington Beach Union High School District.

WORKING CONDITIONS

Environment:

Office environment; subject to constant interruptions.

Physical Abilities:

Light lifting, carrying and pushing objects weighing up to 40 pounds; dexterity of hands and fingers to operate standard office equipment; sitting for extended periods of time; seeing to read and assure the accuracy of typewritten materials; hearing and speaking to exchange information in person and on the phone.

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