

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Prevention and Intervention Technician	REPORTS TO:	Executive Director
DEPARTMENT:	Prevention & Intervention	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-32/CSEA 125 Salary Schedule

(Former Classification: Student Services Technician)

BASIC FUNCTION:

Under general direction of the Executive Director or designee, perform a variety of advanced and complex clerical duties; oversee the implementation of State and Board of Education statutes and regulations related to the District's expulsion and readmission procedures to meet the needs of the District.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Oversee the processing, recording and filing of a variety of highly complex documents related to the District's expulsion and readmission procedures in a reasonable, timely manner; answer questions pertaining to rules and regulations and other matters concerning the District's expulsion and readmission procedures. *E*

Communicate in reasonable, timely manner confidential or sensitive information to the appropriate personnel, agencies or families according to established guidelines and procedures. *E*

Prepare administrative panel hearings and related materials; assist school administrators in determination of witnesses for expulsion; notify families and school of results of hearing in a reasonable, timely manner. *E*

Maintain accurate and complete records of expulsions, readmissions, and appeals to the County Board of Education. *E*

Update and maintain tracking systems for expulsions, readmissions, exclusions, and admissions to ensure accuracy of data; prepare Prevention and Intervention Services reports as needed to meet the needs of the District; purge confidential expulsion materials; develop, edit and revise expulsion handbooks for District schools. *E*

Compose correspondence independently or from oral instructions; prepare letters, memoranda and forms; prepare and copy materials for expulsion and readmission packets. *E*

Operate a variety of office equipment including but not limited to copiers, typewriters, fax machines, computers and assigned software. *E*

Assist in the training of staff members in duties related to expulsion and readmission; review work and provide clear work direction as assigned. *E*

Prepare and assemble materials and information for in-service training; participate in in-services training to administrators and clerical staff as needed to ensure understanding of District's expulsion and readmission procedures. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of increasingly responsible clerical experience; college course work in business administration or law preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current office practices, procedures and equipment.
Operation of computer and appropriate software including but not limited to word processing and spreadsheet.
Accurate record-keeping techniques.
Current rules, regulations, requirements and restrictions related to an assigned program.
Current applicable sections of the State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Efficiently perform specialized clerical and technical duties in an assigned area.
Learn and interpret current applicable sections of State Education and other laws as they relate to assigned activities.
Understand and work within scope of authority.
Type at 40 words per minute.
Maintain confidential records.
Compile and verify data and prepare reports.
Assign, review, train and provide clear work direction to others.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Work confidentially and independently with little direction.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Learn new or updated computer systems/programs to apply to current work.
Communicate using patience and courtesy in manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, procedures, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer keyboard; reaching overhead, above the shoulders and horizontally; bending at the waist; kneeling or crouching to retrieve files; hearing and speaking to exchange information in person or on the telephone; seeing to read.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions