

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

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

(Former Classification: Intra/Inter District Transfer Technician)

BASIC FUNCTION:

Under the direction of an assigned supervisor, implement and make decisions regarding State and Board of Education statutes and regulations related to the District's Transfer Policy and procedures in reasonable, timely manner to meet the needs of students, families and sites.

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 documents involving transfers; review and ensure accuracy of information for timely processing in support of student learning. *E*

Make reasonable, timely decisions relating to Board Policies, State Statutes and Administrative Regulations to expand practices proven to raise student achievement. *E*

Communicate with a diverse range of individuals from outside agencies, District personnel and the general public. *E*

Maintain and annually update the District policies and procedures handbook for transfers to meet mandated guidelines. *E*

Perform a wide variety of clerical and record-keeping duties requiring independent judgment and knowledge of current statutes, regulations and other policies related to transfers. *E*

Maintain accurate and complete records of all intra/inter District transfers in a reasonable, timely manner to meet the needs of the students, families and sites; assist with preparation of data and reports for transfers. *E*

Provide services and assist in record management as required by the District's Open Enrollment Program. *E*

May need to translate in a designated second language to provide clear communication to the students and families.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by course work in computer science and four years of progressively responsible clerical experience, including two years involving some independent responsibility for clerical activity.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accurate record-keeping techniques
Department operations, procedures and specific rules.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Education code, Board policies, District regulations and other applicable laws related to assigned activities.

ABILITY TO:

Type at a speed of 40 accurate words per minute.
Operate a variety of office equipment including but not limited to computers, copiers and fax machines.
Communicate, understand and follow both oral and written directions effectively.
Establish and maintain cooperative working relationships with a diverse range of people.
Read, interpret, apply and explain current rules, regulations, policies and procedures
Learn new or updated computer systems/programs to apply to current work.
Communicate using patience and courtesy in a 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, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, light to moderate physical effort; lifting moderately heavy boxes of records; sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information; 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