

KING CITY UNION SCHOOL DISTRICT

DISTRICT RECEPTIONIST-REGISTRAR

CLASSIFICATION: Classified

SALARY LEVEL: See CSEA Bargaining unit Position Range List

WORK YEAR: 260 Days

DEFINITION:

Under the general direction of the Director of Student Services, or other designated administrator, the district receptionist-registrar greets callers and visitors to the District Office, acts as a registrar and receptionist who provides information, assistance and directions; performs a variety of duties in support of the operations of student registration into the comprehensive education and special education programs.

SUPERVISOR:

Director of Student Services

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Greets the public and school personnel and directs them to proper department, office, school, or person.
- Operates a multiline telephone system and directs calls to appropriate department, office, school, or person.
- Provide information, assistance, and directions regarding District activities, facilities, and procedures.
- Organizes and maintains reception area.
- Performs a variety of general office duties, including but not limited to: typing, copying, manipulating and maintaining computer database systems, maintaining filing systems, record keeping, records, receiving and distributing mail and packages, and performs routine office duties.
- Use computer application software that includes word processing, database and student information systems (SIS).
- Operates a variety of office equipment including computer, calculator, copy machine, postage meter, etc.

Board Approved: 4-19-2023

- Serves as the district's initial contact for accurate information pertaining to student registration. Maintains and submits registration and transfer data.
- Prepare and disseminate registration materials
- Assist parents with the completion of registration materials, including home hospital or independent study
- Enters student registration information according to established procedures and performs data entry of enrollment information for transfer to SIS
- Enrolls new students and assign to proper grade level and school site. Use the District's SIS to accurately determine enrollment counts by grade level and school site to determine enrollment capacity. Submit proper forms and information to the appropriate office
- Complete, update, and transmit a variety of records and reports related to assigned activities, including, but not limited to: special education, home hospital, homeless, foster youth
- Maintain confidential student files and records, including special education
- May produce periodic reports or otherwise verify enrollment and attendance records for Social Security, Social Services, Department of Education, and other agencies.
- Request records and other pertinent data from schools or agencies
- Prioritize and complete all work, and ensure accurate records and documents are completed and updated within required timelines
- Arrange for classified, special education substitutes, as needed
- Assists with District Office interpretation, as needed

OTHER DUTIES:

Performs other job-related duties as required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience

- Any combination of education equivalent to a high school diploma
- Any combination of education and experience equal to one year of intermediate clerical

experience which provides the applicant with the required knowledge, skills, and abilities to successfully perform the job duties

Board Approved: 4-19-2023

Knowledge of:

- Modern office procedures and practices, including filing systems, reception and telephone techniques, and letters and report writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices
- Standard arithmetic and business English usage, spelling, grammar, punctuation, and report and/or letter writing

Skills and Abilities:

- Performs clerical work of intermediate difficulty with accuracy and without close supervision
- Interact with and maintain cooperative relationships with those contacted in the course of work
- Demonstrate positive interpersonal skills using tact, patience and courtesy
- Handle information in a discreet and confidential manner
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timelines ● Utilize and apply the technology of word processing, database, and spreadsheet applications
- Communicate clearly and concisely in English and Spanish, both orally and in writing
- Operates standard office machines including but not limited to computer, scanner, copier, tablets, including ability to maintain and troubleshoot routine maintenance ● Perform mathematical calculations with speed and accuracy
- Plan, formulate, and execute clerical procedures and directives, in accordance with assigned duties and office policies
- Analyze situations accurately and adopt an effective course of action
- Exercise reasonable judgment in unusual circumstances
- Work both independently and function effectively within a team setting ● Use a vehicle to visit school sites or travel within Monterey County to attend meetings

Desirable Qualifications:

- Experience in a public education environment
- Knowledge of legal requirements related to general and special education

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License with evidence of insurability
- Passing score on the District Spanish Language Competency Test

Board Approved: 4-19-2023