

Sonoma County Office of Education – Job Description

Classified

DEPARTMENT SYSTEMS COORDINATOR

Definition:

Performs a variety of complex secretarial, clerical and statistical record keeping duties in connection with gathering, recording, and maintaining detailed and accurate student information pertaining to the referral, registration, enrollment, attendance recording, and related special school program and department needs. Performs administrative tasks and coordinates and performs the workflow and clerical support activities related to the special school program to which the position is assigned.

Distinguishing Characteristics:

Incumbents in this position require the ability to exercise considerable independent judgment and initiative in order to respond appropriately to typical school office situations. This job class is distinguished by its administrative support expertise in current or emerging programs that provide educational alternatives to traditional school settings. Activities may include (but are not limited to): Attendance recording activities that support determination of ADA (Average Daily Attendance), fee for services, and Medi-cal billings. Processing of student referral, student enrollment and registration packets. Site and administrative support and student transcript development and maintenance. Ability to design and implement office information systems, and the ability to exercise functional leadership over other clerical staff and work processes, file and record administration, and financial record keeping. Regardless of assignment, the position exercises considerable independent judgment and attention to detail when dealing with student information.

Supervision Exercised and Received:

Employees in this job classification receive general supervision within a framework of standard policies and procedures.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Provides administrative support involving the use of independent judgment and an in-depth understanding of the functions and procedures of the department, with a working understanding of functions and procedures of other departments/divisions and school districts.
- Types (keyboards) from rough drafts or verbal instructions a variety of materials such as letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine department matters.
- Produces routine and complex reports and documents that may require research, data gathering, interviewing and compiling information. Examples include quarterly and annual schedules, financial reports, special computer reports, statistical reports, or reports to comply with state or federal requirements. Programs include Special Education Information System (SEIS),

AERIES, ESCAPE, California Longitudinal Achievement Data System (CALPADS), California State Assignment Accountability System (CalSAAS) and others.

- Responds to inquiries regarding department or program operations. Supplies information, which is known or available or gives opinions and instructions as authorized. Interprets and applies policies and procedures.
- Works directly with Supervisor to resolve problems, develop program elements, goals and objectives, policies and procedures or other administrative processes.
- May develop special database programs or modify existing programs for a particular program or function. May include programs for tracking information, maintaining billing and/or accounting records, developing statistical information or creating special reports.
- Reviews, analyzes and enters data into state systems. Compares reports and data for consistency and reasonableness prior to submission of required reports. Compares reports and data as related to California State Dashboard.

Attendance Reporting:

- Collects and enters attendance and related student data onto a data entry screen supporting an automated student information system. Edits and revises attendance data, generates information and reports as requested according to established time lines.
- Coordinates with site staff regarding student absences.
- Prepares and maintains a variety of lists, records, and reports regarding student attendance, tardiness, truancy, suspension and discipline.
- Prepares and maintains a variety of internal reports (ADA), county reports ADA/enrollment and state reports (District ADA). Reports cover a range of programs such as, but not limited to, CALPADS, California Basic Educational Data System (CBEDS), Independent Study, and alternative schools.
- Compiles statistical data to provide accurate monthly enrollment and ADA reports including revenue categories to Supervisor. Assures that reports comply with all state and local requirements for attendance reporting. Assures that reports are completed by established deadlines.
- Records the following as they pertain to the position assignment: Distance Learning, Independent Study agreements, Extended School Year, and summer school attendance and audits for discrepancies.
- Monitors attendance reports for special education related services and audits for Medi-cal billing accuracy.
- May audits and adjusts CBEDS counts.
- May assist with and/or perform the internal audit of attendance reports.

Registration/Enrollment:

- Receives and reviews student's referral packet for completeness.
- Ensures that all required student information is recorded in appropriate systems (AERIES, SEIS and CALPADS).
- Prepares or updates and maintains students' permanent records.
- Requests transcript of grades for new students transferring into school. Verifies and responds to inquiries from other schools, employers or authorized agencies regarding student grades, attendance and other information contained in student files.

- Coordinates all records and data concerning student transfers, exits and withdrawals.
- Provides monthly data on student referrals, enrollment, transfers, exits and special education.
- Provides monthly enrollment and attendance data to SELPA and school districts for billing of fee for service.
- Monitors and assists clerical staff to provide student enrollment data to local transportation vendors.
- Maintains data and meets all requirements for reporting of suspensions and other discipline data in CALPADS.

Site and Administrative Support:

- Supports publication of school year calendars for school sites and for events.
- Prepares and monitors site bell schedules in alignment with district of class location.
- Prepares enrollment packets and may prepare Annual Parental Notification packets.
- Provides teaching staff with technical support on aspects of student data entry systems.
- Prepares, or assists other clerical staff, with student transcripts by entering courses taken, grades and credits from teacher report cards and transcripts from other sites.
- Assists students ordering transcripts to remit requests to other education institutes.
- Prepares all required forms for senior graduation. Tracks eligible seniors.
- May assists with preparations for annual commencement ceremony and teen parent brunch by reserving rooms, arranging refreshments, ordering caps/gowns and diplomas, and arranging for signatures on diplomas.

Purchasing:

- Prepares purchase orders from requisitions.
- Tracks assets as pertain to assignment location.

Accounts Payable:

- Calculates Conference and Mileage Expense Claims and Requests for Reimbursements for payment as pertain to assignment.
- May prepare payment for CalCard.
- Receives orders and processes PO (Purchase Orders) for payment, tracks balances of "open" POs, prepares a PO change request when necessary and tracks balances of multiple accounts on a PO.
- Tracks disbursement and processes payment of LEA (Local Education Agency) Medi-Cal approved expenditures, Student Scholarships and Teacher Mini Grants.
- May track disbursements and expenses of individual teacher supply budgets.
- Tracks Service Contract payments as they pertain to assignment location.

Accounts Receivable:

- Prepares Facilities Use Agreement documents and invoice for use of facilities.
- Prepares and assists other clerical staff with preparation of LEA Medi-cal billings.

Additional Duties:

- Assists Supervisor with implementation of department LEA Medi-cal billing option program, if applicable to department assignment.
- Types correspondence and other written materials and provides routine clerical support (sorting mail, filing) as assigned.
- Answers telephone, responds to inquiries within scope of authority, routes calls to appropriate person as needed.
- May issue student work permits according to state and local requirements.
- Attends all required safety and in-service training programs during the school year.
- May develop forms and processes to enhance applications and information flow within the office.
- Assists with development of work and school calendars.
- Analyzes attendance trends and creates graphs and charts for reporting purposes.
- Coordinates distribution and completion of Title I survey as assigned by Supervisor.
- Performs other duties as required to accomplish the objectives of the position.

Employment Standards:

Knowledge of:

- Requires in-depth knowledge of AERIES, SEIS and CALPADS information systems.
- Requires in-depth knowledge of LEA Medi-Cal Billing Option Program for Special Education Department assignment
- Requires thorough knowledge of clerical practices, specialized office procedures, filing, record keeping, receptionist and telephone techniques and etiquette.
- Requires considerable knowledge of departmental procedures and standing instructions related to work performed.
- Requires considerable knowledge of the student registration, attendance reporting, grade reporting, and transcription process.
- Requires considerable knowledge of applicable sections of the Education Code and provisions for alternative education programs and/or special education programs per department assignment.
- Working knowledge of advanced software applications including word processing, relational databases in general, spreadsheets, student information system software as evidenced by the ability to develop and arrange query fields.
- Working knowledge of financial systems (i.e., ESCAPE)
- Requires math skills sufficient to compute sums, quotients, fractions, percent and ratios.
- Requires sufficient human relations skill to communicate technical concepts to others and convey a positive, service-oriented image of the department.
- Knowledge of safe work practices.

Ability to:

- Perform all of the relevant duties of the position efficiently and effectively with only general supervision.

- Interpret, explain and apply knowledge of department organization, operations, programs, functions and special department terminology.
- Maintain records and prepare complex, special reports.
- Keyboard to perform data entry onto preformatted screens and to compose correspondence at a rate of 50 w.p.m.
- Operate a personal computer terminal, printers, and specialized office productivity and student database software.
- Work under pressure and maintain a business-like manner, responding flexibly and appropriately to unscheduled incidents and situations typical of a school office environment.
- Communicate with students and parents of varying ability and background, including economic, social, and cultural disadvantage. Requires the ability to exercise a positive attitude, patience, empathy, compassion, and good judgment when dealing with others.
- Analyze situations and develop effective resolutions.
- Learn applicable sections of the education code and state and local requirements for special programs as assigned.
- Read, understand and apply information from state and local laws, regulations, policies, and procedures.
- Write correspondence in a professional manner.
- Maintain confidential and sensitive information.
- Prioritize work in order to meet deadlines and maintain schedules.
- Work effectively as part of a team devoted to customer service.

Computer Skills:

- Intermediate desktop publishing, including the ability to create a desktop publishing document, import text and graphics, create master pages and page numbers, spell check, work with basic page layout and design, use the toolbox and palettes.
- Intermediate Internet usage including the ability to use Netscape or Explorer to view web pages, use a search engine, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, and observe copyright regulations.
- Advanced Word Processing skills, such as the ability to format sections, multiple headers/footers; set tabs with leaders and indents; format text into columns and create and format tables and forms; insert watermarks, AutoShapes, and word art; create templates, and use merge functions.
- Advanced Database skills, such as the ability to sort and retrieve records; create layouts and reports; create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records; and work with relational databases to create reports and lists.
- Advanced email skills, including the ability to edit preferences; customize tool bar, create folders, automatic reply and forward.
- Highly advanced spreadsheet skills, including the ability to insert formulas and mathematical calculations and work with functions; create workbooks and use multiple worksheets; format and print worksheets; sort lists; and create graphs and charts.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Requires a high school diploma or equivalent. Training in record keeping, relational databases, basic accounting techniques and spreadsheets.
- Training in applicable sections of the Education Code and procedures for alternative education programs is highly desirable.
- Training in applicable sections of Federal and State Regulations pertaining to school based Medicare and Medi-Cal Billing Option Programs for Special Education Department assignment.

Experience:

- Requires three years of increasingly responsible clerical/secretarial experience, preferably in an educational environment.
- Experience or training in student information systems, student registration, attendance reporting, grade reporting, and transcription processing is highly desirable.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of light-weight materials (under 20 pounds).
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.

Work environment:

- Work is performed in an office environment with minimal exposure to health and safety considerations.

Other Requirements:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation record checks must be received by the County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.

- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: June 22, 2020
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission