

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 1998
RANGE: 40.0
CLASSIFIED
CODE: 2

REGIONAL SUPPORT SERVICES AIDE I

DEFINITION

Under direction, the Regional Support Services Aide I will perform liaison functions with school districts, and other agencies as assigned, in the collection and processing of data;

responsible for the collection, processing, and validation of school district-submitted enrollment;

responsible for providing analysis and interpretation of such data as required;

report design, compiling and summarizing statistical data into tabular and graphic form.

The Regional Support Services Aide I will also coordinate the dissemination of assigned report, including both electric and hard copy distribution.

EXAMPLES OF DUTIES

The Regional Support Services Aide I will perform complex and technical clerical work involving a review and audit of a variety of materials and a thorough familiarity with policies, practices, and procedures pertaining to the unit work functions;

review, audit, and monitor the development of a variety of technical reports and statistical data;

locate and abstract data from a variety of informational sources;

devise forms to compile and abstract data and determine report formatting;

answer technical questions concerning the work unit's area of responsibility;

type from rough drafts and notes using transcription and word processing equipment;

organize and coordinate the preparation of documents and records which may include forms, bulletins, questionnaires, requisitions, and a variety of other material;

prepare indices and cross reference files concerning a variety of files and records;

initiate and receive telephone contacts regarding the functions of the work unit and pertaining to information obtainable only from the work unit;

may assist in the orientation and training of other clerical personnel;

operate a computer terminal to input and extract data from an automated information management, storage, and retrieval system.

The Regional Support Services Aide I will follow all federal and state regulations pertaining to the identification and recruitment of migrant children;

visit homes and work sites to interview parents or guardians to determine student eligibility for the migrant program;

record eligibility information for each eligible child on a Certificate of Eligibility (COE);

collect reports and maintain educational and health data for identified students;

attend training meetings, inservices and workshops as scheduled;

assist parents by providing information on supplementary programs provided by the school districts and by the Migrant Education Program;

assist with the recruitment of parents for membership in Parent Advisory Council (PAC) and involvement in PAC activities;

provide or facilitate supportive services to migrant children or to their families as necessary to enable migrant children to receive available services;

complete all work accurately and promptly;

travel, providing own transportation throughout the assigned area;

complete other duties as assigned.

QUALIFICATIONS

Knowledge of:

Correct oral and written language usage, spelling, grammar, and punctuation in English and Spanish;

data management, storage, and retrieval systems;

multicultural and interactional modes;

Region V geographic area.

Ability to:

Communicate with diverse populations on a professional/personal basis;

work flexible schedule;

balance and prioritize a variety of work assignments.

Physical requirements

Performance of the essential functions of this position has traditionally required the following physical abilities:

The percent listed is the maximum anticipated amount on any given day. The total of the column will be more than 100%.

Percent

50% Ability to work at a desk, conference table or in meetings of various configurations.

10% Ability to stand for extended periods of time.

90% Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter, to drive a car in daylight and at night, and to locate residential addresses.

80% Ability to hear and understand speech at normal levels in person and on the telephone.

80% Ability to speak so others will be able to understand clearly a normal conversation.

50% Ability to walk on uneven surfaces.

10% Ability to lift 15 lbs.

10% Ability to carry 10 lbs.

50% Ability to write legibly using pencil or pen.

40% Ability to operate a vehicle.

5% Ability to ascend and descend steps.

50% Ability to work in the elements (extreme temperatures).

30% Ability to get in and out of a car frequently.

Experience:

One year of experience performing similar job duties desired.

Education:

Two (2) years of college is preferred. However, any combination of education, training, and experience which demonstrates the ability to perform the above duties is acceptable.

Conditions of employment:

Must maintain proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

12/10/15

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