

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2023
RANGE: 40.0
CLASSIFIED
CODE: NONE

ACADEMIC ASSOCIATE

DEFINITION

Under the direction of the site administrator, the Academic Associate will support school operations in the areas of school enrollment, maintenance of student files, and completion of graduation assessments.

ESSENTIAL FUNCTIONS

Follow policies and procedures that ensure the school operates within legal compliance and school guidelines;

maintain confidential student information and ensure security of records;

create reports and spreadsheets compiled from data in the student database system;

create, review, organize, and maintain files and supporting documentation following school guidelines and processes;

learn and utilize KCSOS' database system to find information and run reports;

maintain physical and computerized records;

perform general tasks such as making copies, answering phones and delivering messages; transcript reviews;

complete student education plans for all students and share with teacher of record;

meet with students within five days of enrollment to review credit standing;

meet with students a minimum of once per semester to review credit standing;

maintain monthly student contact log;

complete preliminary graduation reviews;

complete AB waivers as needed;

complete pre-release forms;

knowledge and implementation of college registration, FAFSA requirements, and federal law for Selective Service application;

other duties as assigned.

QUALIFICATIONS

Ability to:

establish and maintain cooperative working relationships with students, staff, and agency partners;

display excellent one-on-one interpersonal skills;

exhibit strong attention to details and commitment to accuracy;

understand and carry out oral and written instructions;

communicate effectively in oral and written form;

interpret federal and state regulations and guidelines;

exceptional telephone etiquette and problem-solving skills.

Experience:

Two years of clerical experience, including document and/or database management;

Experience working with students in an alternative education environment preferred.

Bilingual (Spanish/English) skills desirable.

Education:

Equivalent to the completion of the twelfth grade;

AA Degree preferred

CP:ac

6/5/2023

G:\Academic Associate.doc