Berkeley
PUBLIC SCHOOLS

TITLE:		REPORTS TO:	
DEPARTMENT/SCHOOL:		CLASSIFICATION:	

Verify residency of incoming students to assure students residing in boundaries are provided priority enrollment status; update assigned database

Assist the supervisor in planning and coordinating student enrollment and student assignment processes; communicate with the supervisor regarding District, parent and community issues as needed

Review inter-District permits; assure continuing students are maintaining good grades, attendance and behavior; update related database; maintain spreadsheet of incoming/outgoing permits

Perform a variety of clerical duties related to assigned activities; prepare timely correspondence via electronic and regular mail; compile, file and duplicate materials and technical data reports as needed; process a variety of forms and applications; assemble mass mailings as directed

Maintain information regarding home visits; communicate with home visitors regarding the status of home visits; forward information to appropriate staff

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software

OTHER DUTIES:
Perform related duties as assigned

KNOWLEDGE OF:

Establish and maintain cooperative and effective working relationships with others

Interpret, apply and explain rules, regulations, policies and procedures

Compose correspondence and written materials independently

Operate standard office equipment including a computer and assigned software

Maintain a variety of lists and records

Keyboard and input data efficiently

Understand oral and written instructions

Complete work with many interruptions

Add, subtract, multiply and divide quickly and accurately

Any combination equivalent to: graduation from hig