



| JOB TITLE | DEPARTMENT | REPORTS TO |
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| Student Assignment Operator I | Student Assignment | Director of Student Assignment |

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| Position No: 61187 | Length of Work Year: 12 Months |
| Salary Schedule: C20 | Date Approved: 8/26/97 |
| FSLA: Non-exempt | Date Revised: |

| JOB GOAL |
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| To facilitate the enrollment of new students and applications for transfer of current students. |

| MINIMUM QUALIFICATIONS |
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| <ol style="list-style-type: none"> 1. High School diploma 2. Experience and training working with members of diverse cultural and socioeconomic groups. 3. Experience in operating microcomputers and mainframe systems. 4. Knowledge of Spanish or Haitian Creole is desirable 5. Ability to communicate effectively with parents, administrators and other school personnel. 6. Ability to work overtime as required. 7. Data entry proficiency test. 8. Ability to perform the functions of the position. |

| DUTIES AND RESPONSIBILITIES |
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| <ol style="list-style-type: none"> 1. To work to establish a relationship with parents who come to the Parent Information Center for school information or school assignment. 2. To assist parents with the completion of school choice applications. 3. To provide information to assist parents with the interpretation of the Controlled Choice Student Assignment Plan. 4. To assist in community outreach activities before and during the various application periods. 5. To respond to parent concerns and questions on telephone. 6. To distribute transfer guidelines and review transfer packets for completeness. 7. To coordinate with co-workers to assist in preparation of reports from data collected from schools. 8. To input school choice applications and assign students based on seating availability. 9. To perform assigned tasks in a timely and efficient manner. 10. To perform assigned tasks with a high standard of quality. 11. To perform any other duties assigned by the supervisor. |

| PHYSICAL DEMAND CLASS: |
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| Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required. |