



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Avenue – Hemet, CA 92545 (951) 765-5100

SECONDARY CCI and A-G SPECIALIST

JOB SUMMARY

Under the direction of the Director of Secondary Education, the Secondary CCI and A-G Specialist will perform skilled work in a wide variety of complex and difficult duties pertaining to the establishment, maintenance, and monitoring of the permanent school records of Hemet Unified School District students; reviews, evaluates, and records student grades, course work and credits earned for graduation; confers with counselors, teachers, administrators, parents and students regarding graduation requirements; coordinates and reviews work of the personnel assigned to assist in updating and maintenance of records; with only general supervision. A special focus will be placed on College Career Indicators (CCI) and A-G accuracy. The Secondary CCI and A-G Specialist will conduct professional development for the registrars. The Secondary CCI and A-G Specialist will work collaboratively with the CALPADS technician to verify and support the accuracy of CALPADS data and reports.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Assist site personnel on use of student information system as related to proper course tagging for CCI and A-G;
- Develop reports as required to support sites with CCI and A-G accuracy and completion;
- Arrange, schedule, and prepare for Registrar and Counselor meetings;
- Assist in developing and documenting course pathways for students related to College and Career Readiness;
- Ability to communicate effectively with secondary sites and colleges regarding College and Career Readiness;
- Collaborate with the CALPADS technician and monitor reports including A-G, GTE, Courses, Graduation, Drop-out etc.;
- Collaborate with department staff to support unduplicated student pathways and records
- Gather data as related to AP courses, A-G enrollment and completion, and CCI;
- Assist in researching and providing assistance to students in the preparation of forms for various agencies;
- Reclassify students according to total credits earned; notify students and parents of the reclassification; compute student grade point average;
- Review student records with sites to assure student compliance with graduation requirements, CCI, and A-G completion;
- Assist sites with Master Schedule;
- Perform a variety of clerical functions including typing, filing, documentation and record keeping;
- Operate a variety of office equipment;
- Utilize a variety of software applications;
- Support parents, students, and staff in understanding informational documents;
- May oversee work of other clerical workers;
- Conduct professional development and provide training as needed for the registrars and counseling support staff;
- Perform other related duties as may be required;
- Assist registrars with:
 - Prepare, maintain, and monitor the permanent school records of high school students (past, present, and future);
 - Prepare permanent records for incoming students; request records from out-of-district schools and record grades on permanent records; interpret foreign, domestic and out-of-district school transcripts;
 - Review incoming transcripts for grade and course deficiencies; review incoming records to assure that course work completed meets State requirements for graduation; notify counselors regarding
 - Update student records regarding credits, courses, and repeated courses; discuss credits and grades with counselors, students and parents; communicate with teachers regarding grade changes, omissions and incompletes;
 - Respond to inquiries regarding student grades from other schools, agencies, employers, parents and authorities; provide information contained in permanent student records as appropriate;
 - Researching, correcting, and maintaining enrollment and dropout records for school and district;
 - Communicate with office personnel, counselors, counseling support staff, and teachers regarding forms procedures, grade reporting and control of records;
 - Coordinates and reviews work of other personnel to assist in grade reporting and maintenance of records.

SECONDARY CCI and A-G SPECIALIST

(Continued)

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Computer use including spreadsheets and presentation software;
- Budgetary procedures;
- Correct English usage, spelling, grammar, and punctuation;
- Applicable state laws, District policies, procedures and other regulations governing programs or areas of responsibilities;
- General public relations.
- State regulations regarding competency tests, health records and confidentiality;
- State requirements for graduation;
- Familiarity with data processing procedures;
- Modern office practices, procedures and equipment;
- Record keeping techniques;
- Computer/technology use for data management;
- Oral and written communications skills;
- Applicable sections of State Education Code and other applicable laws;
- Basic mathematical principles;
- Interpersonal skills using tact, patience and courtesy;
- Telephone techniques and etiquette;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Policies, rules, organization and functions of the unit to which assigned.

ABILITY TO

- Learn and utilize new and current techniques;
- Develop and maintain effective relationships with those contacted in the course of work;
- Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
- Organize tasks, set priorities and meet deadlines;
- Communicate clearly, both orally and in writing;
- Manage multiple tasks and deadlines;
- Respond appropriately to direction;
- Demonstrate good judgment and good problem-solving skills;
- Type or keyboard at a net corrected speed of 45 words per minute.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school supplemented by business courses and possession of the knowledge and abilities listed above.

Experience: Three (3) or more years of high school registrar experience, preferably in a school district.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMAND AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential duties and responsibilities of the position.

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard; mouse, handwriting, files and phone (continuously); lift/carry office supplies up to 10 pounds (occasionally); to 30 pounds (infrequently); use seeing, hearing and speaking (up to continuously).

Working Conditions: Indoor office setting; Exposure to: inside/outside temperature swings, moderate noise from office equipment; office dust fumes or airborne particles.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
12 Month Work Year - Range 36

March 2022