

Leon County Public Schools Classification Specification

Salary Grade 29

Activity Name Cont.)

031	Liaison	Liaison between staff, parents, students and principal.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
478	Requisitions	Prepare requisitions and submit to purchasing for processing.
716	Student Records	Compile, maintain and interpret records of individual students. Monitor access to and provide security for confidential records.
131	Attendance/Enrollment Accounting	Accumulate and maintain records of enrollment, family characteristics, home locations, and other census data.
109	Registration	Coordinate and conduct student registration and pre registration. Process corresponding registration materials. Includes preparation for registration process.
140	Withdrawals, Reporting and Monitoring	Compile appropriate records on school withdrawals. Monitoring and maintaining records of school withdrawals.
046	Document Review	Review and/or revise reports and documents for accuracy and completeness. This does <u>not</u> include the review of reports and documents covered under subsequent activities.
032	Time Records	Maintain time records.
019	Clerical Scheduling	Coordinate schedules and coverage of clerical staff (e.g., vacation, Christmas/spring break schedules).
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:

A.A. Degree with three years related experience; or
Vocational/ training (720 hours) with four years related experience; or
High School diploma or equivalent with five years related experience

Supervisory Responsibility:

Yes

Type of Supervision:

Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date:

07/01/2003