Under general supervision, performs various technical and complex derical duties for an assigned cluster of preschool programs within the Early Learning Services Department (ELS); coordinates the day-to-day operations of an assigned cluster of preschool programs; relieves assigned supervisor of routine administrative matters; prepares and maintains various student records and reports in the student information system according to established laws, rules and regulations; provides assistance in the training of regional office personnel regarding student records; explains laws, policies and procedures to parents, staff and the public.

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES

Coordinates the day-to-day operations of an assigned cluster of preschool programs in areas such as student matriculation, record management and reports, flow of visitors and communication, substitute staffing for classroom personnel, financial activity, and related functions.

Independently performs various technical and complex derical record-keeping duties related to the maintenance of student records, enrollment and attendance; enters and maintains student records and reports in student information system; processes students program enrollment and maintains database; assists in student intake and registration, student enrollment, and student withdraws; prepares related statistical and numerical reports.

Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns; provides information to social workers, school districts, and other agencies on program policies and procedures and student status and assessment.

Serves as a resource and provides guidance to staff in matters related to student records management and associated laws, rules, regulations and policies.

Performs varied and responsible secretarial and administrative assistant duties to relieve assigned supervisor of administrative and cOpl(v)@:)-8682 TmA Tmx)7(cha)@n) @with)12(d)BT1 0 0 1 12.682 Tm[sra46)BT6[0,re)@d)el



Compiles information and prepares and maintains a variety of records, logs and reports related to ELS programs, financial activity, budgets, staff, projects and assigned duties; establishes and maintains filing systems; revises, verifies, proofreads and edits a variety of documents.

Inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries, develops spreadsheets, manipulates data and generates various computerized lists and reports as requested; assures accuracy of input and output of data.

Researches, compiles and verifies a variety of data and information; computes statistical information for various reports as necessary; processes a variety of forms and applications related to assigned functions; duplicates and distributes materials as needed.

as assigned; distributes notice of meetings to invitees and parents; assists teachers and staff in registering for upcoming trainings an testing dates.

Prepares and submits service requests, building maintenance and work orders; consults with the Maintenance and Operations and Information Technology departments to resolve problems and arrange for maintenance, classroom moves and repairs as needed.

Performs special projects and prepares various forms and reports on behalf of the assigned supervisor; attends to administrative details on special matters as assigned.

Coordinates coverage of classrooms with ELSadministration; arranges for classroom substitutes; prepares and maintains classified and certificated timesheets for regular and substitute personnel; monitors and maintains staff absence reports; provides orientation for substitutes, itinerant staff and volunteers; unlocks and opens preschool site

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