



T U L S A

PUBLIC SCHOOLS

Job Title: Receptionist, Bilingual

Department: Accountability
Reports To: Assistant Superintendent for School and District Accountability and Program Management
Grade: CA-06
Number of Days: 12 Months
Security Access: ESC
Current Date: February 12, 2013
Overtime Status: Non-Exempt

Job Objectives: Provides translation and interpretation assistance with internal and external customers. Assists with all Accountability Department processes to include: student records, transfers, attendance, graduation/credit requirements, transcripts, assessment, suspension, drop-outs/truancy reports, trend data reports and surveys. Ensures accuracy. Assists with research projects as may be required. Communicates on a positive basis with patrons and school personnel and students.

Minimum Qualifications:

- High school diploma or equivalent.
- College credit or degree preferred.
- Minimum of three years relevant customer service experience.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Greets, directs and interprets for the Office of Accountability incoming and exiting patrons.
- Assists registrars in the schools to ensure accuracy of data.
- Monitor and assist with cumulative records and student transcripts.
- Assist with the daily operations of the student record process.
- Assist with the daily operations of the district attendance process.
- Prepare and print all documents relating to student records.
- Monitor and assist school sites to ensure that all district and state regulations and guidelines are followed.
- Provide timely information and referral services to internal and external customers about student records, grade reports, attendance and transcripts.
- Assist with the development, planning and facilitation of the district registrar and attendance clerk training sessions for the EC sites.
- Monitor and assist with the verification of the retention list.

- Assist with the enrollment, prior enrollment, EC enrollment and special facilities enrollment processes.
- Assist with the collection of all enrollment documents that generate revenue (home language surveys, transportation, enrollment forms, out-of-home placement forms).
- Assist with ensuring that all withdrawals of home schooled students are properly documented by school sites.
- Assist with monitoring the daily operations of the attendance and enrollment processes.
- Assist as needed with the transfer process.
- Assist as needed with the affidavit process.
- Ensure that all student record files are organized, accurate, up-to-date, and in compliance with applicable school law, board policy and department regulations.
- Assist with input of all data on the WAVE.
- Create and maintain an electronic data system when necessary.
- Monitor and assist with the End of School Checkout.
- Assist with the class size audits, site and district accreditation, FQSR and ASR.
- Assist with the maintenance of the depository for active and inactive student records.
- Complete any trend data reports as assigned (ethnicity, mobility, etc.).
- Dependable, punctual attendance and completion of assigned projects and responsibilities.
- Perform other Accountability support functions as needed.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrable proficiency with Microsoft Office products. Extensive knowledge of computer skills including but not limited to: Microsoft Office – Access, Excel, Outlook, PowerPoint, Publisher and Word; and District and State student information management systems.
- Ability to work cooperatively and collaboratively with both internal and external customers.
- Effective oral and written communication skills.
- Ability to collect and analyze data from a variety of sources, evaluate and make recommendations.
- Ability to balance multiple projects within a data driven accountability environment.
- Ability to translate established Department and District goals into every day work activities.
- Ability to consistently implement district accountability policies and procedures
- Ability to maintain confidential information.
- Demonstrate self-discipline and initiative.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.