

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ROP TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, independently perform a variety of technical and clerical duties to support and promote the Regional Occupation Program (ROP).

REPRESENTATIVE DUTIES:

Maintain and distribute ROP "Course Control Lists" and "Course Waiting Lists" to counselors and ROP Coordinator.

Communicate with ROP staff to clarify and update ROP student registration/enrollment data for students from other districts and high schools.

Register, program, and schedule students into ROP classes by obtaining accurate and complete student and school information.

Inform students of ROP course location, time, days, and other necessary course and credit information. Make presentations to students and other groups to inform students of ROP.

Inform students about available job placement services.

Contact ROP students in the event of course revision, such as time, location, and days using appropriate school methods.

Refer to the school counselor all inquiries of student enrollment for out-of-district, re-enrollment and private post secondary opportunities.

Refer any students having attendance related and behavioral problems to the site ROP Counselor and or site Counselor in a timely manner.

Refer students needing vocational guidance to ROP counselor, and/or other appropriate person(s).

Monitor all ROP and district eligibility guidelines.

Compile, review, and report class counts, which may be a result of class visitations, at the beginning of each term for the purpose of determining program feasibility.

Monitor attendance reports including accuracy, distribution and collection of all attendance reports and all required attachments. Submit attendance reports and copies of reports to designated Los Angeles County ROP staff including appropriate school staff for out-of-district students.

Monitor total hours for students in each district program to avoid excess hours and refer potential problems to the ROP coordinating counselor for consideration of re-enrollment.

Monitor the accuracy of all excused and unexcused absences.

Provide information regarding ROP classes to students by preparing and/or disseminating flyers, bulletin boards, displays, course descriptions and answer student questions.

Assist the ROP staff in maintaining a positive image of the ROP and sustaining a good, effective relationship with school, county, and district staff.

Assist students in using occupational informational materials and equipment.

Monitor ROP student transportation.

Collect information regarding credits, grades and certificates of achievement for ROP students and transmit to designated staff.

Perform clerical duties as assigned, including typing, filing, duplicating, taking messages, scheduling appointments, record keeping and disseminating of information.

Assist high school and ROP staff in dealing with situations which occur affecting ROP students, such as transportation, assemblies, field trips, attendance problems, etc. Refer students with special needs to site ROP counselor.

Attend ROP inservice training meetings and other staff meetings designed and designated for the improvement of skills and maintenance of job responsibilities.

Establish a work schedule based on program needs and submit to the ROP Coordinator for approval.

Inform appropriate district/county personnel of any emergency situation that may require canceling or altering ROP class schedules.

Operate computer hardware to input data and prepare reports; maintain files and records of ROP materials.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Rules, regulations, policies and procedures related to ROP.

Proper methods of storing equipment, materials and supplies.

ABILITY TO:

Learn quickly to apply and explain rules, regulations, policies and procedures related to ROP.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Perform a variety of clerical duties with speed and accuracy.

Type at 30 net words per minute from clear copy.

Maintain records and prepare reports.

Work cooperatively and effectively with others.

Work independently with little direction.

Operate a variety of office machines including typewriter, calculator, copier and computer hardware.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year related clerical experience.

LICENSES AND OTHER REQUIREMENTS

Possession of a valid California driver's license is required.

WORKING CONDITIONS:

School environment.

May be required to work split-shifts based on program needs.