

EDUCATIONAL SERVICES ASSOCIATE

414-R

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of office clerical and other tasks related to the registration of new students to the school district. The position generally requires that an incumbent become substantially familiar with regulatory, policy or statutory provisions controlling one or more aspects of the academic environment. The incumbent will facilitate enrollment of student's attendance at the appropriate grade or program based upon their age and level. Work is performed under direct supervision in accordance with established policies and guidelines.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representatives examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Conducts interviews with new students and their parents or guardians;

Collects data pertaining to educational, social, family and medical history of students;

Schedules students for testing, counseling or related services as necessary;

Coordinates all phases of the registration requirements for new students entering the district,
including all documentation and forms;

Contacts previous school districts and/or agencies to obtain necessary information;

May assist in administering basic testing instruments;

Assists in gathering health and immunization histories;

Creates and maintains required records and reports;

May consult with parents in the implementation of plans for students;

Follows up with students, parents, agencies, etc. as necessary to ensure the timely registration of new students;

May assist in the coordination and training of temporary summer employees involved in activities such as Kindergarten screening and summer registrations;

Uses personal computer to develop and maintain spreadsheets and databases;

Operates calculator, computer and other related office machines; and

Participates in meetings as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of office procedures and clerical operations; good knowledge of residency requirement as defined by New York State law; ability to express oneself clearly and concisely both orally and in writing; ability to analyze and organize complex data and prepare records and reports; ability to understand and interpret written material; ability to exercise personal discretion and sound judgment especially when dealing with the public; ability to prepare electronic data to interface with computers district-wide; ability to work effectively with others; attention to detail; tact; and courtesy.

MINIMUM QUALIFICATIONS:

(A) Graduation with a Bachelor's Degree; or

(B) Graduation with an Associate's Degree with two (2) years of clerical experience, which shall have included the operation of a computer utilizing common office software; or

(C) Graduation from high school or possession of a high school equivalency diploma and four (4) years clerical experience as described above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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