

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Matriculation and Orientation Center Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9827	WORK YEAR:	12 Months
DEPARTMENT:			

Assist in the planning, organizing and coordination of workshops, and training sessions for the assessor-translator, registrars, and District staff; assist with parent trainings to access adult learning opportunities with the Adult School Department. **E**

Assist with making presentations to District staff, community members, and parents regarding MOC and the matriculation process. **E**

Ensure MOC activities and services are coordinated with established data collection processes and procedures. **E**

Operate a computer to access database and spreadsheet records; create, enter, extract, arrange, and/or update data; generate reports, records, lists, and summaries from computer database; and operate digital imaging equipment,

