

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

---

---

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

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,

