

ATTENDANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of an Assistant Principal, perform technical attendance accounting duties to assure accurate accounting of student enrollment and attendance for daily, monthly and annual ADA reports; establish, prepare and maintain related records and files; communicate with staff, students, parents, and community agencies concerning student attendance.

REPRESENTATIVE DUTIES:

- Perform technical attendance accounting duties to assure accurate accounting of student enrollment and attendance for daily, monthly and annual ADA reports. **E**
- Input and generate attendance data and distribute attendance reports as required; reconcile and adjust attendance reports; submit reports to District office and appropriate personnel.
- Contact parents and guardians by phone or mail to report and verify excused and unexcused absences; maintain related logs and files. **E**
- Prepare re-admit slips, correspondence to parents, forms, summaries, truancy records and other materials as assigned. **E**
- Operate a computer to enter and update attendance data in appropriate student attendance accounting system. **E**
- Provide student attendance information to staff, parents and authorities as requested; explain and interpret rules, procedures, precedents and activities as needed; refer parents to guidance personnel or administrators as needed; print student profiles for staff, parents or students as requested. **E**
- Communicate with a variety of District personnel and outside organizations to exchange information, resolve issues or concerns, verify attendance and coordinate activities. **E**
- Operate a variety of office machines including a scanner, facsimile, copier, printer and others as assigned. **E**
- Assure attendance sheets are returned to teacher mailboxes as assigned; assure attendance reports are printed and disbursed to staff members according to established timelines.
- Train and provide work direction to clerical, student, volunteer or other staff involved in the attendance process.
- Perform related duties as assigned.

KNOWLEDGE OF:

Attendance and other applicable laws, codes, rules and procedures.

Operation of a computer and assigned student accounting software system.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct oral and written usage of English and a designated second language.

Oral and written communication skills.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Maintain an accurate attendance accounting system.
Compile statistical data in a timely and efficient manner.
Establish and maintain an effective relationship with students and adults in person and on the telephone.
Interpret and explain attendance laws and school policies, rules, regulations and procedures.
Operate assigned office machines and equipment.
Plan and organize work.
Deal effectively with parents, students and other authorities in difficult situations.
Establish and maintain logs, records and files.
Make arithmetic calculations quickly and accurately.
Type 45 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Work independently with little direction.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Translate and interpret English and a designated second language.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.

7/1/16
SMJUHSD
Range 20