CLASS TITLE: ATTENDANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, participate in the coordination of and perform a variety of duties related to attendance accounting and record-keeping at an assigned high school site; verify excused and unexcused absences; operate a computer and assigned software to enter and update attendance information; serve as a liaison between students, parents, staff and outside agencies regarding District attendance policies, procedures, rules and regulations.

ESSENTIAL FUNCTIONS:

Participate in the coordination of and perform a variety of duties related to attendance accounting and record-keeping at an assigned high school site; assure compliance with applicable laws, codes, rules and regulations.

Utilize a computer and assigned student information system to scan or input attendance documents and related data; generate periodic attendance accounting reports including mandated Average Daily Attendance (ADA) reports; prepare special attendance reports and lists as requested; resolve attendance reporting issues and correct reports as necessary.

Process and verify student absence information from parents, teachers and others; issue admittance forms to students who are tardy or are returning after an absence; input reason for absence or late arrival into computerized system.

Serve as a liaison between students, parents, staff and outside agencies regarding District attendance policies, procedures, rules and regulations; place and receive phone calls and receive notes regarding student absences.

Answer telephones and greet visitors; provide student attendance information to staff, parents and outside agencies as requested; respond to complex or difficult questions.

Assist administrators in identifying and resolving problems of students with frequent absenteeism; type a variety of correspondence and reports related to student attendance.

Train and provide work direction and guidance to assigned staff and student assistants.

Operate a variety of office equipment including a typewriter, calculator, copier and typewriter.

Participate in various school office functions such as student registration, withdrawal and enrollment; perform a variety of clerical duties including typing, filing and maintaining school records.
Oversee the mimeographing of school forms.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Methods, procedures, policies and terminology used in accounting for student attendance enrollment.
- District organization, operations, policies and objectives.
- Applicable laws, codes, rules and regulations.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Report preparation techniques.
- Record-keeping and filing techniques.
- Operation of a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic math.
- Principles of training and providing work direction.

**ABILITY TO:**
- Participate in the coordination of and perform a variety of duties related to attendance accounting and record-keeping at an assigned high school site.
- Process and verify student absence information from parents, teachers and others.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Compile and verify data and prepare reports.
- Verify accuracy and completeness of documents and process data.
- Answer telephones and greet visitors.
- Operate a variety of office equipment including a computer and assigned software.
- Type at a minimum of 35 words per minute from clear copy.
- Meet schedules and time lines.
- Maintain a variety of records and files.
- Complete work with many interruptions.
- Train and provide work direction and guidance to others.
- Add, subtract, multiply and divide quickly and accurately.
- Determine appropriate action within clearly defined guidelines.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain consistent, punctual and regular attendance.
- Move hands and fingers to operate a computer keyboard.
- Hear and speak to exchange information in person or on the telephone.
- Sit or stand for extended periods of time.
See to read a variety of materials.
Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years of general clerical experience involving public contact and record-keeping.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.