

ELK GROVE UNIFIED SCHOOL DISTRICT

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.