

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: ATTENDANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform clerical duties related to student attendance accounting and record-keeping at an assigned school site to assure accurate Average Daily Attendance (ADA) reporting; verify excused and unexcused absences; serve as a liaison and technical resource regarding student attendance, discipline and related issues, policies, procedures, rules and regulations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform clerical duties related to student attendance accounting and record-keeping at an assigned school site to assure accurate ADA reporting; compile information and prepare and maintain various attendance records and reports; review attendance data, records and reports for completeness, accuracy and compliance with established guidelines.

Process and verify student absence information from parents, teachers and others; operate and maintain the automated attendance calling system on a daily basis to assure parents are informed of student absences; post student absences to calling system.

Serve as a liaison between students, parents, staff and outside agencies regarding student attendance and discipline; initiate and receive phone calls; resolve attendance issues and conflicts in a proper and timely manner; refer student attendance problems to counselors or administrators as appropriate.

Provide technical assistance to students, parents, staff and outside agencies concerning student attendance matters; respond to inquiries and provide technical information concerning student absences, tardiness, discipline, progress and related laws, rules, regulations, policies and procedures.

Input, update and scan student attendance, discipline and other data in an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized attendance lists and reports.

Prepare, process and distribute detention, Saturday School, suspension and other disciplinary forms and documents for student tardiness and truancy as directed; issue off-campus permits, student admit cards and tracers according to established policies and procedures as required.

Compile and duplicate attendance materials and information; prepare, distribute, collect and process forms, applications, notices and other documents required for attendance accounting and record-keeping; collect signatures as needed; duplicate and distribute materials as requested.

Compose and mail letters and other correspondence concerning student attendance, tardiness and other issues independently or from oral instructions as appropriate.

Prepare and maintain a variety of records, lists and reports related to student tardiness, truancy, discipline, field trips, CalWorks, sports events, testing schedules and assigned activities; establish and maintain filing systems; update and maintain student emergency cards.

Operate a variety of office equipment including a calculator, fax machine, copier, computer, scanner and assigned software; perform minor maintenance and repairs on equipment as needed.

Process and clear absences in response to field trips, sports events and corrections as needed.

Provide information or arrange for student meetings in response to requests from law enforcement, social service and other governmental agencies as appropriate.

Monitor inventory levels of forms and other attendance materials; order, receive and maintain adequate inventory levels of materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Telephone techniques and etiquette.

ABILITY TO:

- Perform clerical duties related to student attendance accounting and record-keeping at an assigned school site to assure accurate ADA reporting.
- Verify excused and unexcused absences.
- Serve as a liaison and technical resource regarding student attendance, discipline and related issues, policies, procedures, rules and regulations.
- Maintain records and prepare reports.
- Utilize a computer to input data, maintain automated records and generate computerized lists and reports.
- Learn District methods, procedures, policies and terminology used in student attendance processing, accounting and related disciplinary functions.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Type or input data at 45 words per minute from clear copy
- Operate a computer and assigned software.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description

Adopted by BOT 1/25/03

Revised BOT 1/23/06