

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: SENIOR ATTENDANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Supervisor of Student Welfare & Attendance, provide technical training and assistance to attendance and other District personnel concerning student attendance functions, policies, procedures, rules and regulations; serve as a liaison and technical resource to parents, students and outside agencies concerning student attendance and related disciplinary functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide technical assistance to attendance and other District personnel concerning student attendance functions, practices, standards, requirements and techniques; respond to inquiries and research, analyze and explain related attendance laws, rules, regulations, policies and procedures; utilize a computer system to extract a variety of student attendance data as needed.

Serve as a liaison and technical resource to staff, parents, students and outside agencies concerning student attendance issues, matters and related disciplinary functions; initiate and receive telephone calls; investigate, evaluate and resolve related issues and conflicts in a proper and timely manner.

Train new attendance personnel as needed; conduct in-services and other training activities for District personnel concerning attendance practices, techniques and procedures; prepare and deliver oral presentations; attend and conduct attendance meetings; prepare meeting agendas.

Input and update 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.

Coordinate communications and collaborate with District personnel, local law enforcement agencies and other community organizations in the enforcement of District attendance rules and regulations, and prevention of student dropouts; visit school sites to discuss attendance matters as needed.

Verify accuracy and assure proper operation and maintenance of the automated attendance calling system for District school sites; process school site and District attendance queries; compile and post data related to withdrawn students to an assigned computer system.

Compose independently and distribute a variety of correspondence related to student attendance and related disciplinary matters such as letters and dropout request labels; assure absence notification letters are generated and distributed in a timely manner.

Prepare and maintain a variety of narrative and statistical records, reports and files related to students, summer school, dropouts and assigned activities; prepare, distribute, process and evaluate a variety of attendance-related forms and applications.

Serve as a member of the Student Attendance Review Board (SARB); compile and prepare various

materials for SARB as directed; attend and participate in SARB meetings; provide recommendations concerning District actions in response to student failure in complying with SARB contracts.

Operate a variety of office equipment including a calculator, fax machine, copier, computer and assigned software; drive a vehicle to conduct work.

Calculate and assure accuracy of reimbursement costs for student absences as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District methods, procedures, policies and terminology used in student attendance processing, accounting and related disciplinary functions.

SARB policies and procedures.

Policies and objectives of attendance and discipline-related programs and activities.

Applicable laws, rules, regulations, policies and procedures.

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.

Record retrieval and storage systems.

ABILITY TO:

Provide technical assistance to attendance and other District personnel concerning student attendance functions, practices, standards, requirements and techniques.

Serve as a liaison and technical resource to staff, parents, students and outside agencies concerning student attendance issues, matters and related disciplinary functions.

Train new attendance personnel and conduct in-services concerning District attendance functions.

Coordinate communications and collaborate with District personnel and community organizations in the enforcement of District attendance rules and regulations, and prevention of student dropouts.

Verify accuracy and assure proper operation and maintenance the automated attendance calling system for District school sites.

Investigate, evaluate and resolve attendance issues and conflicts in a proper and timely manner.

Utilize a computer to input and extra data, maintain automated records, process queries and generate computerized lists and reports.

Interpret, apply and explain laws, rules, regulations, policies and procedures.

Type or input data at 45 words per minute from clear copy

Operate a computer and assigned software.

Maintain records and prepare reports.

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 three years increasingly responsible experience working with student attendance functions including work with disciplinary matters and procedures.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

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.

HAZARDS:

Contact with dissatisfied or abusive individuals.

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 BOT1/23/06