



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: ATTENDANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a variety of technical duties in support of student attendance accounting functions at an assigned site; prepare, maintain and account for Average Daily Attendance (ADA) and other attendance records and reports in accordance with established rules and regulations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of responsible clerical duties in support of student attendance accounting functions at an assigned school site; provide support for a variety of student attendance-related functions as assigned; assure smooth and efficient office operations.

Prepare, maintain and account for ADA and other attendance records and reports; assure accurate accountability for student attendance; review attendance records and reports for compliance with applicable laws, codes, rules and regulations; establish and maintain filing systems.

Utilize a computer and assigned student information system to scan or input attendance documents and related data; maintain automated student records; create queries and generate a variety of computerized lists, forms and reports; assure the timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.

Verify excused and unexcused absences; process and verify student absence information from parents, teachers and others; place and receive phone calls and receive notes regarding student absences; record receipt of notes and incoming telephone calls.

Distribute, collect and process a variety of attendance and other forms required for accurate record-keeping; review forms for accuracy and completeness; duplicate materials as needed.

Issue admittance forms to students who are late or are returning after an absence; check students in and out of school; issue off-campus passes as appropriate; refer truancy issues to appropriate personnel or outside agency.

Compose correspondence independently or from oral instructions as assigned; type letters, reports, memoranda, records, labels and other materials from straight copy, rough drafts or oral instructions; proofread and verify accuracy of documents.

Attendance Technician - Continued

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Communicate with students, parents, administrators, faculty and various outside agencies to exchange information and resolve issues or concerns related to student attendance.

Set up automated attendance phone call system and prepare daily call reports as assigned by the position.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District attendance policies, procedures, terminology and attendance accounting methods.
- Modern office practices, procedures and equipment.
- Applicable laws, codes, regulations policies and procedures.
- Record-keeping and report preparation techniques.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Basic math.

ABILITY TO:

- Perform a variety of technical duties in support of student attendance accounting functions at an assigned site.
- Prepare, maintain and account for ADA and other attendance records and reports in accordance with established rules and regulations.
- Verify excused and unexcused absences.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Answer telephones and greet the public courteously.
- Type or input data at 45 words per minute from clear copy.
- Understand and follow oral and written instructions.
- Meet schedules and time lines.
- Complete work with many interruptions.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

Attendance Technician - Continued

- Add, subtract, multiply and divide quickly and accurately.
- Develop and maintain cooperative working relationships with those contacted in the course of work.

- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to: graduation from high school and two years of general clerical experience involving record-keeping and frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 33