

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSTION TITLE:** Tracy Adult School Attendance Technician

**DEPARTMENT/DIVISION:** Tracy Adult School

### **POSITION SUMMARY:**

Under general supervision, to act as attendance technician to the Adult School Principal or designee. Perform responsible clerical duties involving compiling and posting attendance records and reports; to assist students, parents, teachers and counselors in matters relating to attendance and scheduling; and to do related work as required.

### **ESSENTIAL FUNCTIONS:**

1. Performs a wide variety of specialized secretarial duties including those responsibilities of a confidential nature dealing with students.
2. Performs daily attendance accounting work required to keep accurate daily school attendance records.
3. Maintains records showing the attendance of each student by course sections.
4. Monitors attendance of students required to attend school, due to age or court order.
5. Responsible for creating all course and section numbers for each semester.
6. Responsible for inputting all courses and sections with extreme accuracy in computer software program.
7. Responsible for inputting adult and concurrent registration.
8. Prepares all adult school attendance reports accurately and in a timely fashion.
9. Compiles and verifies data for complex State and Federal reports.
10. Composes correspondence from brief verbal instructions and upon own initiative.
11. Collects, records, computes and accurately reports of ADA data.
12. Maintains student records, which may contain confidential materials.
13. Responsible for maintaining concurrent counselor forms.
14. Must work well in a close team environment.
15. Performs other related duties as required.

### **EDUCATION AND EXPERIENCE:**

High School diploma or equivalent required. The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described; one year of responsible experience in clerical duties, including at least one year of experience in a school district.

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**SKILLS AND QUALIFICATIONS:**

1. Knowledge of school district practices and procedures relating to the office to which assigned.
2. Meet the public and other District employees tactfully and courteously, and answer questions in person and over the telephone.
3. Knowledge of office methods and practices, including filing systems, receptionist and telephone techniques, business forms, letter and report writing.
4. Operates a variety of office equipment, including computer, adding machine, typewriter, duplicating and communications equipment.
5. Ability to use various computer software programs, including Adult School Administration Program (ASAP) and e-mail.
6. Must have strong organizational skills.
7. Ability to take responsibility for the preparation of reports and documents; make mathematical calculations with speed and accuracy, and general communication needs of the office.
8. Types at a speed of 55 words per minute from clear copy, and 10-key skills.
9. Ability to perform a variety of clerical duties involving use of independent judgement, accuracy, speed, and confidentiality.
10. Ability to maintain cooperative working relationships with those contacted in the course of duties maintaining confidentiality of specified information.
11. Understand and implement complex oral and written directions given in English.
12. Ability to meet deadlines.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operated standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school district staff, students, parents, and the public.

**SALARY:** Classified range 34

**DOS:** 12 months

Board Approved: TUSD 8/9/00