



# LOMPOC UNIFIED SCHOOL DISTRICT

## DISTRICT ATTENDANCE TECHNICIAN

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### **JOB SUMMARY:**

Under the direction of the Director-Fiscal Services, perform a variety of duties related to attendance accounting and record-keeping for the District involving frequent and responsible public contacts; prepare, maintain and account for various attendance records and reports for submittal to local, State and federal agencies; resolve attendance related-issues; provide attendance-related data for a variety of District needs; provide administrative support for assigned attendance personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of duties related to attendance accounting and record-keeping for the District involving frequent and responsible public contact; receive and respond to daily calls from parents and site personnel regarding enrollment questions, boundary questions and attendance-related questions and provide information.
- Prepare, maintain and account for various attendance records and reports including ADA reports, enrollment reports and class size reports for submittal to local, State and federal agencies according to established timelines; prepare and maintain various attendance documents including homebound and hospital attendance documents and independent study contracts; review attendance records and reports for accuracy and compliance with applicable laws, codes, rules and regulations.
- Obtain attendance records from student entry and exit from campus during school hours including admission slips, late notices, class release forms and others as assigned and ensure accurate reporting of excused absences and truancies.
- Provide support to administrative personnel as assigned; respond to personnel requests for attendance and enrollment data; perform a variety of general clerical duties in support of assigned personnel as needed; prepare assigned calendars.
- Provide support for Kindergarten pre-registration and maintain Transition Kindergarten (TK) applications; maintain documents for inter-district transfer applications, answer related questions and address issues from various parties including District sites and parents.
- Provide training for assigned site and attendance personnel regarding attendance reporting and regulations and ensure compliance with mandated requirements.
- Assist with attendance-related audits as assigned; work with attendance personnel and auditors to address any questions or concerns; provide data for auditor review as required.
- Utilize a computer and assigned software system to input attendance documents and related data; operate a variety of office equipment including a printer and fax machine; establish and maintain automated student records; generate ADA and various other computerized reports related to student attendance data; ensure accuracy of input and output data.

- Communicate with parents, students, personnel, and various outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a computer and assigned software.
- Attend meetings, in-service trainings and workshops related to assigned activities as required.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to: graduation from high school and two years of clerical experience including one year maintaining student records.

Knowledge of:

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

Ability to:

- Perform a variety of duties related to attendance accounting and record-keeping involving frequent and responsible public contacts.
- Prepare, maintain and account for attendance records and reports for submittal to local, State and federal agencies.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Answer telephones and greet the public courteously.
- Establish and maintain effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Meet schedules and timelines.
- Maintain a variety of records, logs and files.
- Maintain confidentiality.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Office environment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally to retrieve files.
- Lifting, carrying, pushing and pulling moderately heavy objects such as records and files as assigned.
- Generally, the job requires 75% sitting, 15% walking and 10% standing.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA Status:** Non-Exempt

**Board Approval Date:** February 14, 2023

**Personnel Commission First Reading:** November 17, 2022

**Personnel Commission Approval:** November 17, 2022

**Salary Range:** 41