WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: DISTRICT ATTENDANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, performs a variety of technical and responsible duties related to the coordination, scheduling and assigning of substitute staff for the District. Provides office/clerical support as assigned.

REPRESENTIVE DUTIES:

Receives phone calls from teachers and other employees and records all absences reported for the day; calls possible replacements from lists of available substitutes; notifies schools and departments regarding employee absences and substitutes assigned. In assigning certificated substitutes, makes certain that substitutes have the appropriate credentials.

Maintains list of approved certificated/classified substitutes; processes certificated applicants and prepares materials for orientation; prepares a variety of reports regarding substitute usage.

Develops and maintains an updated personnel data base to include all regular and substitute employees.

Compiles and maintains records relative to substitute's performance; utilizes information in reassigning substitutes to sites and specific assignments; alerts Assistant Superintendent or designee, Human Resources, of assignment concerns.

Records and monitors the number of days worked by each substitute, plus any related information; determines long term status; relates all pertinent data to payroll departments.

Works with various universities and school sites to make student teacher placements.

Prepares and maintains a variety of complex accurate records, logs, lists, and files including material of a confidential nature.

Prepares packets of materials for distribution to school site personnel.

Operates a variety of office equipment including a computer, copier, telephone answering device and duplicating machines, and other specialized computer equipment necessary for office functions.

Composes and types letters, memoranda, lists, and other materials in accordance with established procedures or as directed.

Supports the District Office Receptionist by covering breaks and lunch.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision:	Reports to and receive direction from the Assistant Superintendent, Human Resources or designee
Internal Contacts:	Continuing contact with school principals and other administrative personnel, school office managers, registrars, switchboard operator/receptionists and other clerical personnel, teachers and substitutes as well as District payroll offices.
External Contacts:	Continued contact with, personnel of other school districts and universities, County Office of Education, and the general public.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computerized software utilized in the processing and maintenance of a substitute database.

Personnel Office functions, practices, and techniques.

Rules, regulations, and laws governing the use of certificated and classified substitutes.

Modern office practices, procedures, and equipment.

Complex record-keeping techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills; using tact, patience, and courtesy.

Effective telephone techniques and etiquette.

Operation of computer equipment and other office machines.

ABILITY TO:

Perform responsible personnel and clerical duties in such areas as records management and report writing, and coordinate office communication.

Analyze situations accurately, and to adopt an effective course of action.

Read, interpret, follow, and explain rules, regulations, policies, and procedures.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Operate a variety of office equipment including a computer, copier, and duplicating machines.

Type at an acceptable rate of speed.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Work confidentially with discretion.

Operate a motor vehicle and drive defensively.

EDUCATION AND EXPERIENCE:

Education: graduation from high school or equivalent, supplemented by course work in accounting; typing, office practices and procedures,

Experience: (2) years of increasingly responsible attendance accounting experience preferred.

LICENCES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hand to finger, handle or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move objects up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PREPARED BY:	Classified Personnel Department	DATE: 8/26/91
APPROVED BY:	Board of Trustees	DATE: 9/19/91
APPROVED BY:	Personnel Commission	DATE: 9/24/91
REVISED BY:	Personnel Commission	DATE: 4/25/00
REVISED BY:	Personnel Commission	DATE: 8/25/2020