

JOB DESCRIPTION
San Diego County Office of Education

ATTENDANCE TECHNICIAN

Purpose Statement:

Under general supervision, the Attendance Technician performs a variety of clerical and monitoring tasks in support of the attendance accounting function for the Juvenile Court and Community Schools Program, including duties pertaining to creation of independent study contracts, review of student work samples, and assistance with student transition.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Contacts teachers to verify data, gather missing data, and notifies them of adds/drops daily.
- Contacts parent to verify student absences.
- Reviews weekly student engagement and homework logs for compliance.
- Enters attendance and other information into a student information system.
- Produces reports and/or spreadsheets used to compile statistics related to average daily attendance (ADA) and monthly/yearly attendance patterns.
- Creates independent study agreements and short-term independent study contracts.
- Reviews attendance reporting regularly and makes needed corrections to ensure accuracy of information and compliance with State regulations.
- Gives information to the public or staff where judgment and interpretation of policies, procedures or regulations are required.
- Monitors attendance categories for special funding.
- Plans clerical operations.
- Maintains both electronic and paper files and records; monitors the destruction dates of materials and notifies appropriate personnel of need for destruction.
- Conducts internal audits of attendance records in order to prepare an audit trail; works with auditors as required to provide required documentation of records.

- Assists in transitioning students back to their home school districts.
- Participates in or attends assigned meetings, conferences, workshops, etc.
- May lead the work of other employees.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Knowledge and Abilities:

KNOWLEDGE OF:

Clerical procedures;

Computational and clerical recordkeeping methods;

Modern office methods and procedures;

Operation of standard office equipment including a computer and related software, calculator, facsimile;

Appropriate English usage.

ABILITY TO:

Rapidly learn pertinent school policies and procedures;

Explain attendance procedures and methods to staff;

Exercise good judgment, tact and diplomacy;

Type accurately at a rate of speed sufficient to perform the tasks of this classification;

Type narrative and statistical reports, correspondence and forms;

Make arithmetic computations;

Maintain filing and recordkeeping systems;

Communicate effectively orally and in writing;

Work effectively independently and as part of a team with minimum supervision;

Organize and prioritize work;

Exercise appropriate judgment in making decisions;

Maintain confidentiality of information;

Demonstrate attendance sufficient to complete the duties of the position as required;

Complete routine tasks thoroughly, accurately and with attention to detail.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: High school diploma or equivalent; or

Experience: Two (2) years of office clerical experience is required which indicates progressively responsible work assignments, including; entering data into a computer, compiling statistical reports, preparing spreadsheets, interpreting complex procedures or regulations, contact with the public; operating a variety of office equipment including computers and related software.

Equivalency: A combination of education and experience equivalent to a high school diploma or equivalent and two (2) years of office clerical experience is required which indicates progressively responsible work assignments, including; entering data into a computer, compiling statistical reports, preparing spreadsheets, interpreting complex procedures or regulations, contact with the public; operating a variety of office equipment including computers and related software.

Required Testing

N/A

Certificates, Licenses, Credentials

None

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background
Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support Grade 048

Personnel Commission Approved: September 1999

Revised: 07/2003, 06/2015; 07/2023