



SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: Attendance Technician

CLASS CODE: 493

CHARACTERISTICS OF THE CLASS:

Under general direction, perform complex technical attendance functions for the purpose of accurately reporting average daily attendance (ADA) to the state; perform necessary functions for ensuring accurate attendance accounting procedures; provide assistance to school site personnel for records maintenance necessary for accurate attendance accounting procedures and compliance with California State Education Code and California Department of Education requirements; perform related duties as assigned.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Receive and verify monthly, periodic and annual pupil attendance data from schools or the student information system for the purpose of compiling a variety of reports pertaining to District-wide Average Daily Attendance (ADA), enrollment, monthly attendance, and Class Size Reduction (CSR) for submission to County, State and Federal reporting agencies; audit ADA and attendance reports from individual school data; reconcile District attendance accounting records with County reports; prepare reports for Cabinet, Program Directors and Site Administrators to assist with maintaining staffing requirements as prescribed by laws and program requirements; under direction, work closely and cooperatively with outside auditors in gathering and communicating data for compliance and their review; input the school calendar into the Student Information System; provide technical support and in-service training and assistance to school office personnel regarding attendance and enrollment reporting, approved forms and procedures related to attendance record keeping utilizing manual and/or automated processing systems; prepare correspondence, narrative reports, and statistical listings as required for appropriate staff to assure compliance with state and federal guidelines; process complex materials which require thorough familiarity with policies, procedures, terminology and applicable laws; inform personnel regarding various procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established guidelines; under direction, may implement reports and reporting procedures for new programs and legislation; assist other personnel as may be required for the purpose of completion of work activities.

QUALIFICATIONS:

Education and Experience: Any combination equivalent to graduation from high school and two years of public school attendance accounting experience.

Knowledge and Abilities:

Knowledge of:

Principles and procedures of school district attendance accounting procedures, including government procedures;
Computer based accounting systems and procedures;
Modern office procedures, methods and equipment; including calculator, copier, computer and printer;
Laws, rules and regulations applicable to California school district attendance accounting activities;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Oral and written communication skills;
Interpersonal relations skills using tact, patience and courtesy

Ability to:

Establish and maintain cooperative and effective working relationships with others;
Understand and follow oral and written instructions;
Communicate effectively both orally and in writing;
Apply pertinent District policies, laws, rules and governmental regulations as needed;
Prepare accurate and complete summaries and reports;
Use computer programs that clearly and accurately depict statistical results;
Perform research and compile information from a variety of sources;
Ability to work accurately under pressure;
Maintain accurate records and files;
Maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Environment:

Indoor office environment; frequent interruptions.

Physical Demands:

With or without the use of aids: Sufficient vision to see small print; sufficient hearing to hear normal and telephone conversations; sufficient dexterity to write, operate telephone, computer and other business machines; sufficient mobility to reach overhead, above the shoulders, and horizontally to store or retrieve files and records; ability to see to monitor enrollment operations and prepare various reports; sit for extended periods of time.

Other:

May travel to school sites and may occasionally work overtime.

Board Approved: 4/15/09