OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: ATTENDANCE TECHNICIAN

SALARY LEVEL:	13	DIVISION:	Classified
DEPARTMENT:	School Administration	LOCATION:	School Site
REPORTS TO	Principal		
APPROVED BY:	Board of Trustees	DATE:	April 20, 2016

SUMMARY: Under the general supervision and within a framework of established procedures, performs a wide variety of general clerical work primarily associated with attendance and related recordkeeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Counter work which includes acting as a receptionist and issuing students' re-admit slips and off campus passes.
- Places telephone calls to parents to verify the reason for a student's absence.
- Post student attendance record using a computerized attendance system.
- May assist with the supervision of the student suspension room or after school detention.
- Operates standard office machines.
- May administer first-aid or prescribed medication to pupils in absence of nurse, as allowed by current board policy.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATIONS AND/OR EXPERIENCE: High school diploma or general education degree (GED); one (1) years of related experience and/or training in general office work; or equivalent combination of education and experience. Knowledge of computers is essential.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students and individually to parents and other staff members.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES AND LICENSES: California Driver's License (required by the first day of service) First Aide Certificate if preferred.

OTHER SKILL AND ABILITIES: Ability to pass a typing test at 35 words per minute. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

PHYSICAL DEMANDS: The physical demands 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 individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop or kneel. The employee must occasionally lift and/or move up to ten (10) pounds such as files or records. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and it may occasionally be heavy.