

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ATTENDANCE/STUDENT RECORDS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Principal, maintain and prepare a variety of attendance accounting records and record-keeping at an assigned Intermediate School site; perform duties in the registration, and enrollment of new students; prepare and maintain attendance records and reports for submittal to local and State agencies; respond to inquiries and provide attendance related information; provide general clerical duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties related to attendance accounting and record-keeping at an assigned Intermediate School site; perform duties in the registration, and enrollment of new students; provide accurate reporting for daily attendance activities and update attendance data for required State reporting; review attendance records and reports for accuracy and compliance with applicable laws, codes, rules and regulations.

Input and update attendance, enrollment and other student information into an assigned computer system; assist in identifying and resolving student attendance problems; establish and maintain automated student records; generate a variety of computerized lists and reports related to student attendance data; verify records submitted for student enrollment.

Initiate and receive telephone calls; screen and route calls as directed; take and relay messages; respond to inquiries and provide student attendance and other information to personnel, parents and outside agencies.

Perform a variety of general clerical duties in support of assigned office; provide clerical support to relieve assigned administrator of clerical detail.

Verify excused and unexcused absences; file documents related to attendance and student records as assigned; establish and maintain filing systems.

Prepare and maintain reports, logs and files related to student attendance and assigned activities including rosters for substitutes, daily reports and call log reports; prepare and print regular attendance reports for teachers; input travel agreements and home study information as assigned.

Review enrollment packets to check for completion; request student records from outside schools as needed; assist with preparing and maintaining student cumulative records according to established procedures.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, scanner, fax machine, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Attendance policies, procedures, terminology and attendance accounting methods.
Applicable laws, codes, regulations policies and procedures.
District registration & enrollment processes 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.
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 at an assigned Intermediate School site.
Prepare, maintain and account for attendance records and reports for submittal to State agencies.
Verify excused and unexcused absences.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Answer telephones and greet the public courteously.
Type and input data at an acceptable rate of speed.
Establish and maintain effective working relationships with others.
Operate a variety of office equipment including a computer and assigned software.
Meet schedules and time lines.
Maintain a variety of records, logs and files.
Communicate effectively both orally and in writing.
Understand and follow oral and written instructions.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this classification may be required to speak, read and write in English and a designated second language and pass an oral and written proficiency test in a designated second

language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

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.

Lifting and carrying moderately heavy objects.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017