



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** ATTENDANCE AND WELFARE TECHNICIAN  
**REPORTS TO:** Director of Student Services **SITE:** District Office  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** 12 Month  
**SALARY:** Range 41 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** November 12, 2020

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#### **JOB SUMMARY:**

Under the direction of the Director, perform various complex clerical and statistical record-keeping duties relating to the enrollment, transfer, or withdrawal of students according to established policies and procedures. The Attendance and Welfare Technician has access to highly confidential matters, including student data and information/student disciplinary proceedings. Perform related duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

1. Prepare, maintain, modify and evaluate manual and automated scholastic records; establish and maintain permanent records and cumulative folders, transcript files, and demographic information on enrolled and incoming students.
2. Serve as liaison for the Director of Student Services with District and school staff, parents, and the community.
3. Maintain and check Student Information Services (SIS) and other student databases.
4. Request and record transcript of grades from other schools for new students transferring into the school.
5. Distribute annual school-wide summer mailing to families; coordinate student contracts; operate the base station for communications and emergencies; police contacts; process student transfers and scheduling review, and appeal Boards and meeting dates.
6. Receive telephone calls, greet visitors and provide information and assistance to teachers, counselors, students, parents and the general public regarding enrollment, student grades and related policies and procedures.
7. Receive and attempt to resolve complaints and problems; screen, prioritize, route and/or handle mail and other forms of communication.
8. Prepare a variety of letters, forms, memoranda, and other materials independently and/or for the Director's action/signature.
9. Serve as secretary to committees preparing agenda and minutes.
10. Receive and distribute residency verification forms and explain procedures to parents/guardians.
11. Supervise temporary help and assist in coordinating the work of others.
12. Maintain confidential student records, meeting documents, and contracts and ensures appropriate distribution to proper persons.
13. Maintain all records in accordance with State & Federal mandates.
14. Assist homeless and foster youth with provisional services.
15. Manage and monitor the Intra & Inter District transfers.
16. Update Student Services related handbooks, i.e.:
  - a. SARB
  - b. Disciplinary matters
  - c. Enrollment Procedures
  - d. Interpretation Procedures
  - e. Emergency Supplies and Procedures
  - f. Inter District Transfer
  - g. Safe School Plan
17. Prepare agenda items, spreadsheets and PowerPoints.
18. Maintain calendars and activity logs of all programs under Attendance & Welfare.
19. May act as backup to the Student Data Specialist.
20. Perform related duties as assigned.

**EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential duties with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

**QUALIFICATIONS:**

**EDUCATION/TRAINING EXPERIENCE:**

- High school diploma or equivalent.
- Two years of increasingly responsible office support experience including the exercise of independent judgment, preferably within a school district.
- Bilingual Preferred:
  - Spanish or Chinese.
  - Must maintain “silver” rating as specified in District Interpretation Grading scale.

**KNOWLEDGE OF:**

- Applicable laws, codes, policies and procedures governing a school District.
- Transcript evaluation, maintenance and processing methods, procedures and guidelines.
- Accurate record-keeping methods and practices.
- Modern office practices, procedures and equipment including filing, statistical record keeping and typing.
- Operations of a computer, Microsoft Office products, including Excel and presentation software, and assigned software.
- Correct English usage, spelling, grammar, and punctuation and vocabulary.
- Interpersonal skills using tact, patience, courtesy, tolerance, and mature judgment.
- Telephone techniques and etiquette.

**ABILITY TO:**

- Learn, interpret, and communicate department rules, regulations, and policies, sections of Education Code and Board Policies; interpret and apply relevant laws, rules, policies and other guidelines associated with assigned functional area.
- Use District identified database software and computers to maintain accurate student information and records.
- Compile, select and evaluate data according to established procedures.
- Post, check and maintain files and statistical records accurately.
- Excellent knowledge of correct English usage, spelling, grammar, and punctuation.
- Plan, organize and schedule meetings and events.
- Possession of effective public relations skills.
- Communicate effectively with administration, staff, students, parents, media and community both orally and in writing.
- Effective use of office equipment including computer terminal, District identified office productivity software, printer, typewriter, copier, calculator and other District software programs.
- Compose, type, and assemble correspondences, reports, memoranda, newsletters and other materials.
- Establish and maintain cooperative, sensitive and effective working relationships with students, parents, staff and the public.
- Plan, organize, and carry out work assignments independently.
- Deal effectively with a variety of personalities in situations requiring diplomacy, poise and firmness.
- Accurately typing/word processing at a rate of 65 words per minute.
- Remain calm and patient in stressful situations.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

**LICENSE AND OTHER REQUIREMENTS:**

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting clearance.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.