

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: OFFICE TECHNICIAN-CONTINUATION

BASIC FUNCTION:

Under the direction of the assigned supervisor, work independently and use own judgment to produce and provide an accurate accounting of student enrollment and attendance at the continuation high school in accordance with the provisions of the California State Education Code; communicate with students, staff and parents concerning student attendance and produce specialized reports as needed. Perform a variety of clerical duties and office functions to assist in the daily operation of the continuation high school.

REPRESENTATIVE DUTIES:

Perform technical duties and provide assistance and information to school administrators concerning school attendance; revise and implement office procedures to assure accurate and timely attendance accounting activities.

Account for complex technical computer operations in the attendance office; edit and revise data, accumulate information and generate reports as requested according to established time lines; assist auditors and account for data as necessary.

Analyze a variety of data and process according to established procedures. Verify absences with parents and appropriate others.

Communicate with students, parents, faculty, administrator and authorities regarding attendance, discipline, truancy and suspension; initiate and receive phone calls and notes regarding student absences; receive and relay messages to students, parents, and others, receive phone calls from concerned parents.

Maintain automated phone system for absences and informational messages to parents on a daily basis.

Review notes and letters from parents to determine reasons for absences, issue off schedules, and confirm authenticity of these notes.

Prepare and maintain a variety of lists, records and reports regarding student attendance, tardiness, truancy, suspension and discipline; compile attendance data and prepare District and State-required reports.

Assist the School Office Manager-Continuation in the daily operation of a continuation high school office.

Prepare enrollment/registration packets. Enroll new students, checking immunization, birth date, residency, and guardianship information.

Input, maintain and save up-to-date computerized information regarding enrollment/clearance, identification/emergency information, immunization records, class lists, free/reduced lunch program, and other pertinent data as required.

Maintain confidentiality related to information of students, parents and personnel.

Develop, prepare, and file forms, cards, folders and other documents in permanent student records, enroll and transfer permanent records for new students as needed.

Assist students, staff and visitors at counter; and provide work direction to student aides as assigned.

Schedule and post Student Study Team meetings, attendance meetings, and other parent/student meetings as required. Prepare student attendance/academic information for the meetings.

Assist in the inventory, receipt and distribution of supplies. Maintain inventory of equipment. Restock supplies and materials when they arrive. Assist with ordering, receiving and distributing supplies, equipment, textbooks and materials.

Assist in coordinating a variety of school activities such as open house, graduation and other special events.

Operate a variety of office machines including typewriter, calculator, copier, and computer hardware/software.

Receive, screen and route mail.

Supervise the behavior of students sent to the office as assigned. Assist ill or injured students in the nurse's absences as assigned by supervisor.

Administer first aid and dispense authorized medication in accordance with established guidelines if required for position.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

District attendance policies, procedures, terminology and accounting methods.
Technical aspects of attendance office operations.
Basic accounting procedures.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary. Oral and written communication skills.
Special needs and problems of continuation high school students. Applicable sections of State Education Code and other applicable laws. Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette. Basic First Aid procedures.
Health and safety regulations pertaining to the position.

ABILITY TO:

Analyze situations accurately and adopt an effective course of action.
Learn methods, procedures, policies and terminology used in accounting for student attendance and enrollment.
Learn use of the current student database system and automatic dialer. Type a minimum of 30 words per minute from clear copy.
Make math calculations quickly and accurately.
Develop, prepare and maintain complex records and prepare reports.
Understand and follow written directions.
Work cooperatively and effectively with others. Work with discretion and maintain confidentiality.
Assist and respond to the needs of continuation high school students. Communicate effectively with students, parents, staff and administration.
Operate a variety of office equipment
Complete work with many interruptions. Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in business and at least two years of increasingly responsible clerical experience, preferably involving public contact including one year in maintaining student records.

LICENSES AND OTHER REQUIREMENTS:

Must obtain First Aid and CPR certification within six months of employment and keep certification up-to-date.

WORKING CONDITIONS:

Continuation high school office environment, subject to constant interruptions and extensive public contact. Subject to exposure to communicable diseases.

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