

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ATTENDANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties related to student attendance accounting and record-keeping activities at an assigned school site; contact parents and guardians to report and verify excused and unexcused absences; operate a computer and assigned software to input and update attendance information.

REPRESENTATIVE DUTIES:

Perform a variety of clerical duties related to student attendance accounting and record-keeping activities at an assigned school site; compile and provide accurate reporting for daily attendance activities and update attendance data for required ADA reporting.

Verify excused and unexcused absences; process and verify student absence information from parents, teachers and others; issue admittance forms to students who are late or returning after an absence; issue off-campus passes according to established guidelines.

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.

Input and update attendance and other student information into an assigned computer system; establish and maintain automated student records; generate a variety of computerized lists related to student attendance data.

Prepare and maintain a variety of applications, records, logs and files related to student attendance, truancy, and assigned activities.

Assist students, staff and visitors in the attendance office; receive, greet and assist students, staff and visitors at counter and on the telephone; provide work direction to student aides as assigned; take and relay messages to and from parents and students; explain policies and State regulations regarding school attendance and enrollment as appropriate.

Refer student attendance issues to appropriate personnel according to established procedures; assist in identifying and resolving student attendance problems.

Perform a variety of clerical duties such as typing and distributing correspondence, lists, bulletins and notices as assigned.

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

Enroll students and process drops and withdrawals as appropriate; verify addresses and request or send records; prepare and file forms, cards, folders and other documents in permanent student records.

Perform other duties as related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District attendance policies, procedures, terminology and attendance accounting methods. Applicable sections of State Education Code and other applicable laws, contracts, rules, regulations, policies and procedures.

Modern office practices, procedures and equipment, and various computer software such as but not limited to, Microsoft Word, Excel, and PowerPoint.

Record-keeping, filing and proofing 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.

ABILITY TO:

Perform a variety of duties related to attendance accounting and record-keeping at an assigned school site involving frequent and responsible public contacts.

Maintain accurate records and run reports based on established District procedures.

Serve as a liaison between students, parents, staff and outside agencies regarding student attendance.

Verify excused and unexcused absences.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Analyze situations accurately and adopt an effective course of action.

Make arithmetic math calculations with speed and accuracy.

Answer telephones and greet the public courteously.

Establish and maintain effective working relationships with others.

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.

Learn and follow rules, regulation, policies and procedures pertaining to job.

Operate a variety of office equipment.

EDUCATION AND EXPERIENCE:

Graduation from high school or high school equivalency and one year of clerical experience.

WORKING CONDITIONS:

School Office environment subject to frequent interruptions and subject to exposure to communicable diseases.

Job Study-1/2020