

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: ATTENDANCE TECHNICIAN II

BASIC FUNCTION:

Under the direction of the Principal or Assistant Principal, perform a variety of duties related to attendance accounting and record-keeping at an assigned secondary school site involving frequent and responsible public contacts; prepare, maintain and account for Average Daily Attendance (ADA) and other attendance records and reports for submittal to local and State agencies; perform diversified clerical duties in support of an secondary school office; review and verify the accuracy and completeness of various documents; maintain student attendance records.

DISTINGUISHING CHARACTERISTICS:

The Attendance Technician II classification performs attendance accounting records and record-keeping duties at an assigned secondary school site. Incumbents require a more thorough understanding of attendance accounting procedures and may provide some training to assigned personnel in the use of attendance systems. The Attendance Technician I classification performs attendance accounting records and record-keeping duties at an assigned elementary school site. Incumbents input and update attendance and enrollment information, responds to attendance related inquiries and provides diversified clerical assistance as needed within the attendance office.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties related to attendance accounting and record-keeping at an assigned secondary school site involving frequent and responsible public contacts; revise and implement office procedures to assure accurate and timely attendance activities; assist with registration and enrolling new students.

Prepare, maintain and account for ADA and other attendance records and reports for submittal to local and State agencies according to established time lines; type and input data into an assigned computer system; review attendance records and reports for accuracy and compliance with applicable laws, codes, rules and regulations.

Serve as a liaison between students, parents, staff and outside agencies regarding student attendance and discipline and related policies, procedures, rules and regulations; initiate and receive phone calls and emails; take and relay messages; respond to inquiries and provide information.

Utilize a computer and assigned software system to input attendance documents, substitute staff daily attendance and related data; establish and maintain automated student records; generate ADA and various other computerized reports related to student attendance data and truancy tracking; assure accuracy of input and output data.

Process and verify student absence information from parents, teachers and others; clear student absences; assure parents are informed of student absences on a daily basis; request and schedule home visits for students with consecutive absences.

Assist students, staff and visitors in the attendance office; greet and assist visitors; take and relay messages to and from parents and students; issue admittance forms to students who are late or returning after an absence; issue off-campus passes according to established guidelines.

Distribute, collect, code and process a variety of attendance, enrollment and other forms required for accurate record-keeping; update emergency card information; review forms for accuracy and completeness; duplicate materials as needed.

Operate a multi-line phone system and a variety of office equipment including a copier, fax machine, scanner, computer and assigned software.

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; receive, sort and distribute mail.

Train and provide guidance to assigned personnel in the use of attendance systems.

Monitor students referred to the school office.

OTHER DUTIES:

Substitute for or relieve other office personnel during breaks, lunches or absences as required.

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.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Data control procedures and data entry operations.

Telephone techniques and etiquette.

Operation of a computer and assigned software.

Basic financial and statistical accounting and record-keeping.

Record-keeping techniques, filing systems and information management.

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.

Prepare, maintain and account for ADA and other attendance records and reports for submittal to local and State agencies.

Perform a variety of responsible clerical work in support of an assigned function.
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.
Answer telephones and greet the public courteously.
Type and input data at an acceptable rate of speed.
Train and provide work direction to assigned personnel.
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:

Education: Graduation from high school or equivalent.

Experience: Three years of clerical experience including one year of experience maintaining student records.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Some incumbents may be required to be proficient in English and a designated second language and pass an oral and/or 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.

HAZARDS:

Contact with dissatisfied or abusive individuals