



**JOB DESCRIPTION**  
**Attendance Technician**  
**Alternative Programs/Preschool**



<b>Reports to:</b>	Principal or Assistant Principal/Supervisor	<b>Employment Group / Salary Range:</b>	Classified Range K
<b>Dept:</b>	Student Support Services	<b>FLSA:</b>	Non-exempt
<b>Annual Work Days:</b>	varies	<b>Formal Review Date: Board Approval Date:</b>	1/23/24 2/05/24

### PRIMARY FUNCTIONS

Under general supervision, performs a variety of attendance tracking and reporting functions at an elementary school, middle school or high school, preschool programs; communicates with parents and guardians regarding attendance problems and related issues; assists with the implementation of student attendance programs; and performs related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Responsible for student registration, enrollment and transfers, creates and maintains student records, including student cum files, verifying documents and inputting registration information; requests records from previous schools and/or agencies; assigns students to classrooms and notifies teachers.
- Provides information and assistance to parents regarding registration, attendance, enrollment, transportation, transfer policies and procedures, educational options, and other available services.
- Receives and tracks attendance calls and notifications for absences and tardies; posts absences in computer systems; records and notes parent contacts and enters notes in student information system. Follow up with parents/guardians regarding attendance issues.
- Processes and verifies excused and unexcused absence information received from teachers and parents/guardians; issues absence and tardy admittance slips.
- Issues early-release slips; contacts students to come to office for release or to pick up items dropped off by parents.
- Generates daily and weekly attendance and enrollment reports; provides data and participates in attendance and student data audits.
- Communicates with teachers, coaches and other staff regarding student attendance and eligibility to participate in extracurricular and extended-learning programs and activities.
- Assists in implementing incentive programs to increase student attendance.

- Communicates with site and district personnel regarding requests for home visits from attendance liaisons.
- Gathers, prepares and relays attendance data for truancy letters, School Attendance Review Team (SART) and District School Attendance Review Board (SARB) meetings; schedules SART meetings. Schedule phone conferences and SART meetings with parents, site and District personnel.
- Enters, maintains and updates student information in the SIS, including any special services, custody orders, legal documents, demographics and other related information. Notify school and district staff as required.
- Runs student enrollment reports and assists administrators with tracking class limits; assists District office with tracking of student intra-district transfers and/or overflows, moves and/or enrollment in another school district, and communicates with other schools as necessary.
- May assist with maintaining the school website and marquee.
- For Preschool Programs, collect all required documentation for enrollment purposes, communicates with parents, county and state for application approval, monitors student ratios for multiple class configurations, submit monthly attendance reports.
- For the Alternative Program, Adult Ed collects all required documentation for enrollment purposes, determines eligibility for program enrollment, receives and tracks registration payments, and communicates with subcontractors.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or GED equivalent and two years of progressively responsible clerical support experience; or an equivalent combination of training and experience.

### **Licenses, Certificates and Other Requirements:**

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.
- Ability to speak and write Spanish is desired.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Modern office practices, procedures and equipment including advanced knowledge of computers and applicable software programs.
- Practices and techniques of sound business communication and report writing; correct English usage, including spelling, grammar and punctuation.

- District student information systems operations, practices and procedures applicable to recording enrollment and attendance.
- Customer service practices and telephone etiquette.
- Student records management, recordkeeping and filing.
- District policies, procedures and rules regarding enrollment, transfers and attendance reporting.
- Basic research methods and statistical analysis techniques.
- Safety policies and safe work practices applicable to the assignment.

**Skills and Abilities to:**

- Communicate information accurately and effectively; comprehend requests for information or assistance; maintain a courteous and tactful manner when under pressure or in antagonistic situations.
- Maintain accurate attendance and enrollment records.
- Track and report statistical information utilizing complex spreadsheets and databases.
- Interpret and explain complex attendance policies and procedures.
- Liaison effectively on behalf of the District with parents, guardians and students.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software including purchasing and accounting software and systems.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name Printed*