

ATTENDANCE TECHNICIAN

DEFINITION:

Under the direction of the Director of Behavior Intervention & Student Services or designee, facilitate attendance improvement and intervention communications between District office and school site staff; attend SART and SARB meetings, prepare and maintain a variety of reports and records; assist the District and school sites with attendance needs and support strategies to improve student attendance.

QUALIFICATIONS:

Experience

- Two (2) years of responsible and varied clerical experience involving frequent public contact.
- K-12 school experience desirable.
- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

Education

- Equivalent to completion of the twelfth grade.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Behavior Intervention & Student Services, incumbent will:

- Collaborate on the development, implementation, and evaluation of the District's comprehensive FCUSD Attendance Improvement Plan.
- Collaborate with team members, vendors, and other technical staff to develop, design, implement, and provide professional development to continuously improve attendance systems.
- Collaborate with site staff to develop interventions for students who are truant or chronically absent and develop individualized plans to improve attendance, including assisting with SARTs and SARBs.
- Research resource materials and best practices for school staff on effective policies, procedures, and programs in relation to encouraging regular attendance for all students.
- Act as a resource to administrators, guidance counselors, teachers, and other site personnel regarding student attendance, interpretation of policies/laws, and record keeping requirements.
- Serve as a liaison between schools and local agencies, such as social services and health resources, court services, and local law enforcement regarding truancy and chronic absenteeism.
- Assist sites with home visits for students with severe attendance deficiencies, providing guidance to parents on how they can assist in improving attendance and academic success.
- Assist with preparation of required reports and documentation for administrators presenting cases at Truancy Court.
- Interpret, apply, and explain rules, regulations, requirements, and laws related to the assigned student services program.
- Prepare and maintain a variety of records related to assigned activities and programs.
- Attend meetings, workshops, and conferences related to student attendance.
- Other related duties may be assigned consistent with the knowledge, skills and abilities required for the job

KNOWLEDGE:

- District and site level attendance policies and procedures
- Applicable federal, state, local laws, rules and regulations related to attendance
- Diverse populations and socioeconomic backgrounds of students.
- Methods to assist in the development of increased attendance and improve student engagement rates.

ABILITIES AND SKILLS:

- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience, and courtesy
- Conflict mediation and de-escalation strategies.
- Communication skills to write clear, concise, and readable reports and correspondence.
- Record-keeping techniques.
- Modern office methods, practices, and procedures
- Procedures and practices required in data collection, data processing, data entry and report preparation
- Perform various organizational and clerical functions.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Maintain consistent, punctual, and regular attendance.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

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

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.