

GATEWAY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION: ATTENDANCE TECHNICIAN RANGE G

DEFINITION OF POSITION

Under supervision of the site administrator/designee performs clerical functions pertaining to high school student enrollment and attendance.

ESSENTIAL FUNCTIONS

- Performs clerical functions related to student enrollment and attendance.
- Maintains accurate attendance records.
- Compiles required school-related reports.
- Distributes student records for transfer and storage.
- Prepares and distributes correspondence regarding excessive pupil absences.
- Posts pupil absences and clears absences by reviewing parental notes and through telephone contacts.
- Prepares and distributes student work permits.
- Processes daily and monthly data pertaining to student attendance and enrollment.
- Responds to requests from appropriate agencies and persons regarding student records.
- Serves as a receptionist to students, parents and staff.
- Notifies parents or parent designees of students' injuries and/or communicates with parents to give or receive student health information.
- Requests homework assignments for students; assist home study teacher in coordinating assignments for students on extended absences.
- Operates standard office machines, including computer operating systems and programs.
- Receives and initiates a variety of telephone and personal contacts regarding enrollment and attendance.
- Performs other related duties as assigned.

REQUIREMENTS

- Pass the General Clerical Exam administered by the district at the 60th percentile or above.
- Type 45 net words per minute on a 5-minute timed writing (Outside certificate is acceptable).

QUALIFICATIONS

Knowledge of:

- Modern office methods and equipment, including computer technology;
- English, grammar, spelling, punctuation;
- Receptionist and telephone techniques;
- Procedures and policies pertaining to student enrollment and attendance;
- Automated record management and filing systems;

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Ability to:

- Establish and maintain cooperative working relationships;
- Work with discretion and confidentiality;
- Establish and maintain accurate files and records;

QUALIFICATIONS (cont.)

Ability to:

- Operate computers and utilize application software;
- Perform job assignments with numerous interruptions and work with minimal supervision;
- Understand and carry out oral and written instructions;
- Communicate effectively in oral and written form;
- Work with students and parents;
- Compose correspondence.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that provides the required knowledge and skills will be considered. Typical ways to obtain the required knowledge and skills are:

Experience:

- Two years of responsible clerical/secretarial experience, preferably in an educational setting.

Education:

- Equivalent to completion of twelfth grade, supplemented by coursework in clerical/secretarial areas.