



Job Description

POSITION TITLE:	Attendance Technician Special Education	#2140
SALARY PLACEMENT:	Classified Salary Schedule Range 28	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a High School diploma or equivalent of the 12th grade. Proficiency in use of Macintosh Computer. Proficiency in word processing, spread sheet, database information systems. Two years of varied and progressively responsible clerical experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Proficiency on computer Attendance Accounting System. Knowledge of general attendance laws and guidelines. Basic knowledge of Independent study laws and guidelines. Basic knowledge of statistics. One year experience at a school-site. Experience with school enrollment procedures, attendance accounting, and record management. One year experience in school-related clerical duties.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Typing/word processing, data base, spread sheets, skills. Ability to carry out oral and written directions; ability to write correspondence independently; make routine decisions; communicate effectively; establish and maintain cooperative working relationships; be flexible and receptive to change.

SUMMARY OF POSITION:

Processes and prepares attendance reports for Special Education and assist in all aspects of student services under the direction of the Special Education Division Director. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Processes attendance for Special Education sites.
2. Prepares Average Daily Attendance reports for assigned Special Education sites.
3. Maintains inactive student files and processes student status information.
4. Assists with individual audits and processes.
5. Maintains strict confidentiality on all job-related matters.
6. Assists teachers/staff in student portfolio development/transfer.
7. Prepares site student rosters when applicable.
8. Inputs data on student demographics and attendance.
9. Makes mathematical calculations with speed and accuracy.
10. Performs other related duties as assigned.
11. Prepares correspondence independently.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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