

Sunnyvale School District
Position Title: Attendance Technician

Work days/month: 261 days/12 months

Salary: Range 36 (<https://www.sesd.org/Page/719>)

Basic Functions:

- Under the direction of the assigned supervisor, perform technical attendance accounting and clerical duties at the District level to assure accurate accounting of student enrollment and attendance data for mandated reports; establish, prepare, and maintain related records and files; receive, review, and process attendance data from school sites and perform other general accounting as may be assigned.

Essential Duties & Responsibilities:

- Monitor the class size for compliance with district, state, and federal programs.
- Perform technical attendance accounting and clerical duties to assure accurate accounting of student enrollment and attendance for mandated reports in accordance with the California Education Code.
- Maintain computer databases; input, consolidate, and generate attendance data and figures; reconcile, adjust, and proofread attendance reports to assure accuracy; submit reports to appropriate authorities.
- Receive, review, and process attendance data from school sites using student district information systems.
- Prepare various statistics of attendance data; verify attendance reports submitted by individual schools; notify schools of errors as appropriate; make modifications and assure proper balances.
- Prepare and maintain a variety of student enrollment and attendance reports, records, summaries, and files; prepare class size reports and enrollment projections; print, duplicate, and distribute reports as appropriate.
- Provide student attendance information to District staff, parents, home teachers, and outside agencies as requested; explain boundary, attendance, and enrollment issues, interpret codes, rules, procedures, precedents, and activities as needed.
- Assist families/guardians with Interdistrict Transfers into and out of district, Intradistrict, and Open Enrollment transfers and Affidavits of Residency, McKinney-Vento, and Caregiver Affidavits.
- Train and provide technical assistance to school site attendance personnel regarding student attendance issues as necessary.
- Perform general support to the accounting and Student Information department's functions as determined by the Manager.
- Coordinate with the Residency Verification Officer to insure accurate student addresses.
- Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
- Perform other duties as assigned by the supervisor.

Knowledge:

- Methods, procedures, policies, and terminology used in accounting for student attendance enrollment.
- Laws, codes, rules, and regulations related to assigned activities.
- General knowledge of report preparation, accounting, spreadsheet software, and record-keeping techniques.
- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Verbal and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Communication techniques and etiquette.
- Operation of office equipment including a computer.
- District organization, operations, policies, and objectives.

Abilities:

- Perform technical attendance accounting and clerical duties at the District level to assure accurate accounting of student enrollment and attendance.
- Read, interpret, apply, and explain laws, codes, rules, and policies related to assigned activities.
- Maintain a variety of records and files.
- Input, consolidate, and generate attendance data and figures.
- Prepare mandated attendance reports.

- Plan and organize work.
- Requires sufficient human relations skills to exhibit positive customer service and work as a productive member of a team.
- Exhibit positive interpersonal skills that result in excellent customer service and positive working relationships with others.
- Communicate and understand effectively both verbally and in writing.

Education and Experience:

- Any combination equivalent to graduation from high school and two years of increasingly responsible clerical experience involving public contact and attendance record management.

Required Licenses & Certificates:

- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

1. Environment:

- Office environment.
- Constant interruptions.
- Must be able to function in an office environment engaged in work of primarily a sedentary nature.
- Occasional public contact with emotional, dissatisfied, or demanding individuals.

2. Physical Requirements:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Auditory ability to exchange information in person or on the telephone.
- Sitting/standing for extended periods of time.
- Visual acuity to read a variety of materials in both print and digital formats.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
- Ability to lift up to 25 pounds.

Terms of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).