

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ATTENDANCE TECHNICIAN (Range 24)

BASIC FUNCTION:

Under the direction of the Controller, perform technical attendance accounting duties to assure accurate accounting of student enrollment and attendance for various monthly and annual ADA reports; establish, prepare and maintain related records and files; communicate with staff, student, parents and others concerning student attendance.

REPRESENTATIVE DUTIES:

Perform technical attendance accounting duties to assure accurate accounting of student enrollment and attendance for various monthly and annual ADA reports. **E**

Input and generate attendance data and distribute attendance reports as required; audit, reconcile and adjust attendance reports; submit reports to District office and appropriate personnel. **E**

Compose letters and memos pertaining to attendance; notify schools of potential problems and provide an update as appropriate. **E**

Prepare and maintain student enrollment and attendance reports, records and files. **E**

Communicate with a variety of District personnel and outside organizations to exchange information, resolve issues, evaluate attendance system and coordinate activities. **E**

Operate a variety of office machines including adding machine, computer, typewriter, copier and other machines as required. **E**

Provide student attendance information to staff, parents and authorities as requested; explain and interpret rules, procedures, precedents and activities as needed. **E**

Process invoices for District bills such as ASB accounts, Jury Duty and other invoices. **E**

Train and provide work direction to personnel involved in the attendance process; assist on interview panels as assigned.

Make and receive phone calls concerning attendance.

Assist with the coordination of the attendance school calendar.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:*KNOWLEDGE OF:*

Attendance laws, codes, rules and procedures.
District organization, operations, policies and objectives.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws.
Technical aspects of field of specialty.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Maintain an accurate attendance accounting system.
Compile statistical data in a timely and efficient manner and prepare reports.
Establish and maintain an effective relationship with students and adults in person and on the telephone.
Interpret and explain attendance laws and school policies, rules, regulations and procedures.
Operate office machines and equipment.
Plan and organize work.
Operation of a computer terminal.
Establish and maintain files.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Type at an acceptable rate of speed.
Work independently with little direction.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Train and provide work direction to others.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical experience, including experience involving maintaining student attendance records and statistics.

WORKING CONDITIONS:*ENVIRONMENT:*

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read complex accounting and purchasing documentation and records.
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.
Sitting for extended periods of time.