Position: Attendance Technician	FLSA: Non-exempt
Department: Secondary School Levels	Salary Grade: 6
Reports to: Principal	

OVERALL OBJECTIVE AND SUMMARY

Provides attendance monitoring and recording at a secondary school. Provides information for use by others in preparing required attendance reports.

This is an intermediate level technical/clerical position in the clerical support series.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enters attendance and related student data into a database. Edits and revises data, generates information and reports, as requested, according to established time lines.
- Makes and receives phone calls and notes regarding student absences.
- Receives and relays messages to students, staff, and parents as necessary.
- Prepares and maintains a variety of lists, records, and reports regarding student attendance, SARB, tardiness, truancy, suspension and discipline.
- Refers serious attendance problems according to District procedures. Assists in identifying and resolving problems of students with frequent absenteeism.
- Records Independent Study agreements and related documents as assigned.
- Assists students, staff and visitors in the attendance office as necessary.
- Issues and verifies student off campus passes.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Record keeping, office organization and clerical skills.
- Computer skills including word processing and data entry.
- Technical aspects of attendance recording.
- Modern office practices, procedures and equipment.
- Terminology, policies, practices and procedures of the area to which assigned.
- Proper English usage, grammar, spelling, punctuation and basic arithmetic skills.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Operation of a computer and assigned office equipment.
- District organization, operations, policies, and objectives.

Ability to:

- Oversee the maintenance of records and reports consistent with defined requirements.
- Interpret District and State policies and Codes that relate to attendance programs.
- Diffuse confrontational situations.
- Maintain the confidentiality of student records and information.
- Convey policies, procedures, and other technical matters to others.
- Perform the duties of the position efficiently and effectively.
- Learn, interpret, explain and apply knowledge of rules, regulations, programs and policies of assigned office.
- Communicate with students, staff, parents and the public using tact, diplomacy and courtesy in a manner that reflects positively on the department and the District.
- Type at a minimum rate of 45 words per minute from clear, legible copy and pass a qualifying clerical test.
- Effectively communicate both orally and in writing.
- Operate a variety of standard office machines and equipment.
- Use a variety of computer software programs including, but not limited to, word processing and spreadsheets.

PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to type at an appropriate rate.
- Sufficient visual acuity to recognize words, letters, and numbers.
- Sufficient speaking and auditory ability to carry on conversations in person and over the phone.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

EDUCATION AND EXPERIENCE

The position requires a High School diploma or equivalent. Additional clerical or business training preferred. Minimum of two years of increasingly responsible clerical or record keeping experience with one year in a school office is desired.

LICENSES AND CERTIFICATES

Typing certificate for 45 words per minute.

Adopted: June 2001
Revised: January 19, 2005
Retitled: May 2006 (Title changed from Attendance Technician I to Attendance Technician)
Range Updated: July 1, 2025 per CBA