

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Child Welfare and Attendance Technician

**Classification:** Classified Confidential

**FLSA:** Non-Exempt

**Reports to:** Director of Student Support Services

**Range:** Classified Confidential Salary  
Schedule

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### **EDUCATION AND EXPERIENCE**

Any combination equivalent to, graduation from high school with college level coursework in office administration, administrative assistant training or related field and/or three years of increasingly responsible experience in a school district setting.

### **SUMMARY**

Under the supervision assigned by the Director of Student Support Services assumes responsibility for performing complex and responsible office management duties requiring independent judgment and analysis; plan, organize, supervise and participate in the routine administrative details of Child Welfare and Attendance Department to deliver high quality professional services to sites and departments.

**REPRESENTATIVE DUTIES (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

- Perform a variety of duties including but not limited to scheduling appointments, maintaining department files, records, and office supplies, recording and filing documents; compose and type correspondence; prepare forms; edit and proofread documents; review materials and inform assigned supervisor of pertinent information in a timely and efficient manner to provide professional services to the sites and departments; open and distribute mail.
- Assembles and prepares Board packets for student-discipline cases, as well upload information to the Board agenda.
- Maintain and ensure timely scheduling of calendar, meetings, conferences, and travel arrangements for department personnel.
- Assist with budget planning and expenditure control.
- Train, supervise, and schedule work assignments for office personnel; coordinate communications between staff and administrators in a timely manner.
- Coordinate student record requests from school sites/departments and outside Local Educational Agencies.
- Assist with collecting, analyzing, documenting, and distributing information related to student discipline cases, student probation records, and foster and homeless youth data.
- Operate a variety office equipment, including but not limited to computers and copy machines.
- Coordinate flow of communications, initiate and answer phone calls, screen and route calls, take messages, greet and assist visitors, and respond to inquiries, and provide information.
- Performs other related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

Should possess personal qualifications generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

#### **Knowledge of:**

- Current office practices, procedures and equipment
- Software programs including but not limited to word processing, spreadsheet, and student information systems

## Child Welfare and Attendance Technician – Continued

- Accurate record-keeping techniques
- Correct oral and written communication usage in English, grammar, spelling, punctuation and vocabulary
- Applicable laws, rules, Education Codes, Board policies, and District regulations related to assigned activities
- Interpersonal skills using tact, patience and courtesy
- Department organization, operations, policies and objectives
- Principles and practices of supervision and training
- Telephone and receptionist techniques and etiquette

### Ability:

- Operate a computer to enter data, maintain records and generate reports
- Communicate, understand and follow both oral and written directions effectively
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Accurately maintain records
- Plan, organize and prioritize work to meet schedules and time lines
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Understand and work within scope of authority
- Work confidentially and independently with many interruptions
- Determine appropriate action within clearly defined guidelines
- Learn new or updated computer systems/software programs to apply to current work
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations
- Learn District organization, operations, policies, objectives and goals

## WORKING CONDITIONS

### Environment:

Office environment; constant interruptions; contact with parent/guardians of students; intermittent noise; repetitive activities.

### Physical Abilities:

With reasonable accommodations, if necessary, seeing to read, review and ensure accuracy of financial statements and reports; dexterity to operate a computer and other office equipment; sitting for extended periods of time; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional related duties may be assigned.

*Central Unified School is committed to its mission of embracing diversity to educate our youth, ensuring academic success, and empowering tomorrow's leaders.*

Board Approved: 2/11/25