

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE:

SENIOR ATTENDANCE AND DATA TECHNICIAN – ADULT SCHOOL

BASIC FUNCTION:

Under the direction of an assigned supervisor, work independently and use judgement to produce and provide and account for the accurate accounting of student enrollment and attendance at a comprehensive adult school in accordance with provisions of the California State Education Code and California Adult Education Program (CAEP); communicate with students, staff concerning student enrollment and attendance, produce specialized reports as needed, keep accurate records of students for reporting purposes; train and provide work direction to attendance staff as assigned.

REPRESENTATIVE DUTIES:

Guide and instruct instructors on proper attendance procedures and reporting.

Oversee the administrative and student information software program (i.e. ASAP). The software program is a database that supports various Adult Education programs.

Generate general and course information for the Adult Education Course Catalogs published throughout the year.

Manage the enrollment processes for students interested in Career Technical Education, English as a Second Language, Parent Education, and Personal Enrichment programs, which address diverse educational needs.

Assist students with both online and in-person registration.

Maintain up-to-date ESL Software templates and rosters for the ESL classes, enabling students to access interactive or online courses designed for adult learners.

Create and distribute the ESL Promotion/Retention template to instructors. The gathered information is then entered into the student information system and set up for the following semester.

Greet and assist adult learners, visitors and staff in the main office; take and relay messages from students to teachers or administrators following the proper guidelines of the district.

Assist with the fiscal cash and credit card transactions for student registration, books, materials, supplies, and special events sales and rentals.

Monitor, inventory and distribute staff keys, fobs, and alarm codes for Burbank Adult School facility.

Assist with student communication with administration and teachers.

Assist adult learners with completing Federal, State, and County Forms (i.e. GAIN, CalWORKs, AJCC, Social Services, Child Care, and Housing, etc.).

Provide verification letters for Adult School Students who require them for government, social, or court agencies.

Monitor and generate reports to ensure proper record keeping to generate Adult School funds (i.e. Cal-Works, CAEP, Tops-Pro, etc.).

Participate in the Data Analysis Team for the Adult School Consortium

Enter and transfer data from the student information system to the State information reporting system.

Assist with WASC preparation.

Support staff in activating student email accounts across all programs (i.e. Academic, ESL, CTE, Parent Education, etc.).

Keep current with changes at the Federal, State, and County level adult education program regulations (i.e. WIOA and CAEP) to ensure proper data reporting during each fiscal year.

Create promotion/retention forms for all ESL teachers to ensure that adult learners progress is reported to help the ESL office generate certificates of completion or retention for each adult learner.

Support CTE teachers at the end of each course to properly complete student records in the career training program to attest that adult learners are meeting the required competencies to obtain a certification.

Operate a variety of office equipment.

Perform other duties as related to job description.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- District attendance policies, procedures, terminology and attendance accounting methods.
- Modern office practices, procedures and equipment, and various computer software such as, but not limited to, Microsoft Word, Excel, and PowerPoint.
- Record-keeping, filing and proofing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.

- Interpersonal skills using tact, patience and courtesy.
- Basic First Aid.
- Telephone techniques and etiquette.
- Principles and practices of providing training and work direction.

Ability To:

- Perform a variety of duties related to attendance, accounting, and record-keeping.
- Prepare, maintain and account for attendance records and reports to be submittal to Federal, State, and Local agencies.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Train and provide work direction to others.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic math calculations with speed and accuracy.
- Answer telephones and greet the public courteously.
- Type at 30 words per net minute from clear copy.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Administer basic First Aid.
- Maintain a variety of records, logs and files.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Learn and follow rules, regulation, policies and procedures pertaining to job.
- Operate a variety of office equipment, a computer and assigned software.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Graduation from high school or high school equivalency and two years clerical experience including one year maintaining student records.

LICENSES AND OTHER REQUIREMENTS:

Must obtain valid First Aid certificate and CPR certification within first six months of employment and keep up-to-date.

WORKING CONDITIONS:

School office environment subject to frequent interruptions and subject to exposure to communicable diseases.

Job Study 01/2020

Reclassification 06-03-2025