

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR ATTENDANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide accurate accounting and record-keeping of attendance and student enrollment at assigned school site; provide technical training and work direction to attendance staff and student assistants concerning student attendance functions, according to established procedures; perform a variety of clerical duties related to student attendance and enrollment at an assigned school site; communicate with students, staff and parents concerning student attendance; produce specialized reports as needed; maintain and account for Average Daily Attendance (ADA) and other attendance records and reports for submittal to local and State agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties related to providing accurate attendance and record-keeping of student enrollment and attendance an assigned school site involving frequent and responsible public contacts; revise and implement office procedures to assure accurate and timely attendance activities.

Prepare, maintain and account for ADA and other attendance records and reports for submittal to local and State agencies according to established time lines; review attendance records and reports for accuracy and compliance with applicable laws, codes, rules and regulations.

Serve as a liaison between students, parents, staff and outside agencies regarding student attendance and related policies, procedures, rules and regulations; initiate and receive phone calls; take and relay messages; respond to inquiries and provide information.

Process and verify student absence information from parents, teachers and others; operate and maintain the automated attendance calling system on a daily basis to assure parents are informed of student absences.

Prepare and maintain a variety of lists, logs, records and reports regarding student attendance and enrollment.

Greet and assist students, staff and visitors in the attendance office; take and relay messages to and from parents and students; issue admittance forms to students who are late or returning after an absence; issue off-campus passes according to established guidelines.

Verify absences with parents and/or guardians; review notes and letters from parents and/or guardians to determine reason for absence; confirm suspected forgeries and refer to designated administrator; prepare, print and mail monthly tardy and truancy letters to parents.

Communicate with students, parents, faculty, administrators and authorities regarding attendance,

truancy and suspension; initiate and receive phone calls and notes regarding student absences; receive and relay messages to students, parents, and others; receive phone calls from concerned parents.

Distribute, collect, code and process a variety of attendance and other forms required for accurate record-keeping; review forms for accuracy and completeness; duplicate materials as needed.

Enroll students and process drops and withdrawals as appropriate; verify and update addresses; request or send out student records; prepare, update, maintain and file forms, cards, folders and other documents in permanent student records; prepare enrollment packets as needed.

Perform a variety of clerical duties such as typing and distributing correspondence, lists, bulletins and notices as assigned.

Refer student attendance issues to appropriate personnel according to established procedures; assist in identifying and resolving student attendance problems.

Supervise the students sent to the office as assigned; may assist students in the health office in the absence of health personnel; may assist with reception and other front office duties in the absence of the school personnel.

Inventory and determine stock needs related to position and submit to appropriate office personnel for processing.

Train and provide work direction to student assistants according to established procedures; guide and instruct new teachers on proper attendance procedures.

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.
Applicable sections of State Education Code and other applicable laws, contracts, rules, regulations, policies and procedures.

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 at an assigned school site involving frequent and responsible public contacts.
Prepare, maintain and account for ADA and other attendance records and reports for submittal to local and State agencies.
Serve as a liaison between students, parents, staff and outside agencies regarding student attendance.
Verify excused and unexcused absences.
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.