

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

ATTENDANCE TECHNICIAN

DEFINITION:

Under general supervision of the Site Administrator or designee, the Attendance Technician is responsible for the overall operation of student attendance, enrollment and truancy; track absences; prepare attendance reports and records; and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Site Administrator or designee

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Keeps accurate daily school attendance records showing the attendance of each student by school period and teacher.
- Contacts parents regarding issues with attendance.
- Inputs and monitors student attendance data, immunization records and past attendance demographic information into the Student Information System (SIS).
- Closes and audits attendance reports and student files.
- Registers, enrolls and unenrolls students for academy classes, class matriculation and grade reporting from teachers to parents.
- Monitors truancy information on students for the SARB program; inputs data from truancy meetings into the SIS; coordinates with teacher, principal, SARB officer and takes appropriate actions.
- Reports to court as needed by the Student Attendance Review Board (SARB).
- Performs truancy sweeps in the community for charter with Truant Officer.
- Performs various duties as assigned to support administrative needs.
- Attends meetings, conferences and webinars as needed.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- High school diploma or equivalent is required.
- Three years of relevant record keeping experience with one year in a school office.
- Additional education or experience in attendance accounting or business preferred.

Knowledge of:

- Recordkeeping techniques.
- County Office of Education policies with respect to attendance accounting.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite, Google Suite, and computerized attendance system.

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Skills and Abilities:

- Apply program rules, policies, and regulations related to attendance and truancy programs.
- Maintain the confidentiality of student records and information.
- Accurately perform data entry onto databases and spreadsheets using established database formats.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Communicate effectively in both oral and written form; read, understand and follow instructions.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community members, staff, parents and students.

Physical Requirements:

- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Bending at the waist, kneeling or crouching; climbing or balancing while using step stool.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or hand truck or cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions.

Licenses and Certificates:

- Provide proof of automobile insurance, if driving personal vehicle for work.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: D

Approval Date: August 15, 2024