*Lake Elsinore Unified School District*
*July 1, 1998*

# JOB DESCRIPTION

**JOB TITLE: Attendance Technician**

**Job Family: Clerical/Secretarial Services**

**Range: 32**

**Job Purpose Statement/s:** The job of " Attendance Technician" is done for the purpose/s of performing and supervising maintenance of student attendance records and reports; to coordinate communications and daily functions of a school attendance office and act as liaison between students, parents, school staff and appropriate agencies regarding student attendance; train, direct and oversee the work of subordinates in a lead supervisory capacity and exercise responsibility for directing and participating in the accurate and timely compilation and preparation of attendance accounting information, data and reports.

**Essential Job Functions:**

* **Coordinates** and prioritizes the internal activities and operations of a school attendance office.
* **Trains,** assigns, reviews and oversees the work of subordinates in a lead capacity.
* **Participates** in daily attendance accounting work required to keep accurate school attendance records, showing attendance of each student by school period.
* **Receives** students in attendance office; preparing and issuing admit slips to class, permits to leave school early, hall passes and tardy slips.
* **Operates** standard office machines such as calculator, typewriter, mimeograph and duplicating machines, computer terminal and related equipment, etc., used in the maintenance and processing of attendance accounting information.
* **Records** students absences on school attendance cards, forms and records following prescribed District procedure.
* **Maintains** records required for attendance accounting; monitors students readmitted to school to make certain written excuses are received.
* **Prepares** and prints school attendance reports and lists for distribution to teachers, counselors or other school and district personnel.
* **Updates** registration lists, attendance forms, attendance cards, etc., for changes in enrollment.
* **Contacts** parents to verify student absences.
* **Prepares** a variety of records, reports and other correspondence related to student attendance.
* **Supervises** student aides working in attendance accounting office.
* **Confers** and consults with students, parents, staff, judicial agents, social services and other appropriate parties regarding student attendance matters.
* **Reports** patterns of attendance problems to counselors and assistant principal.
* **Confers** with District Office regarding attendance accounting reports, procedures and practices.
* **Assists** with various clerical duties within the school office as assigned.
* **Performs** routine maintenance of office equipment and reports need for major repairs to the appropriate source.

**Other Job Functions:**

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements - Qualifications:**

* **Experience Required:** Two (2) years experience in responsible clerical/secretarial work.

* **Skills**, **Knowledge and/or Abilities Required:**

  *Skills:* Typing/keyboarding accurately at a rate of 30 words per minute; operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation.

  *Knowledge* of proper office methods, techniques and procedures including report writing and proper telephone techniques. State and District laws, rules and regulations pertaining to school attendance accounting and record keeping requirements and standards.

  *Abilities* to sit for prolonged periods, work independently, understand and carry out oral and written instructions, interact with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversation, near visual acuity/visual accommodation. Operate standard office equipment including computer terminal, calculator, copy machine, printer, etc.; perform accurate mathematical calculations using basic addition, subtraction, multiplication and division.

* **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Valid California Driver's License.