

ATTENDANCE TECHNICIAN

DEFINITION

Under general direction, perform varied, responsible clerical work involved in the processing, maintenance, and compilation of complex enrollment and attendance records on all students enrolled in the District; to compile a variety of highly technical narrative and statistical reports in accordance with County and State requirements; assist District personnel responsible for preparing attendance and enrollment reports; and do other related work as required.

EXAMPLES OF DUTIES

Receive, verify for accuracy, and compile weekly, monthly, and annual composite reports on student attendance and enrollment; design and prepare a variety of forms and instructions necessary for collecting data; assist principals, school office managers, and school clerks with a variety of problems related to compilation and collection of student enrollment and attendance data; provide requesting schools, general public, and agencies with a variety of student data and Average Daily Attendance (ADA) information and attendance regulations; maintain data on students residing in licensed children's institutions or foster homes; provide information regarding school of attendance; perform inservices for school personnel regarding district student attendance data system and attendance procedures; prepare reports utilizing computer spreadsheet applications; and perform other related duties of equal complexity as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

General office practices and procedures including statistical recordkeeping techniques, particularly as applied to attendance and enrollment records;
Standard office equipment and computers;
Proper English usage, grammar, spelling and vocabulary;
Complex mathematical computing and record checking;
Financial and fiscal report preparation and format;
Specific public laws, District regulations, and procedures relevant to attendance accounting.

Ability to:

Learn and interpret specific laws, District regulations and policies, applying them with good judgment in a variety of procedural situations;
Make mathematical calculations and verify computations with accuracy and speed;
Communicate effectively orally and in written form;
Analyze situations and adopt an effective course of action or resolution;
Learn and adapt to new procedures, systems and policies;
Understand and carry out oral and written directions;
Effectively operate standard office equipment including computer and peripheral equipment;
Remain flexible under the pressure of a heavy workload and critical deadlines;
Complete routine tasks willingly;
Independently prepare accurate financial and statistical statements, summaries and reports;
Work with a minimum of supervision;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type accurately from clear copy. Proficient operation of standard office equipment including computer and peripheral equipment. Proficient execution of spreadsheet applications.

EDUCATION AND EXPERIENCE

Education:

Equivalent to completion of the twelfth grade, including or supplemented by training or coursework in business practices and record management procedures and techniques.

Experience:

Three years of clerical experience, preferably one year of which was involved with attendance record management functions.

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the course of duties, possession of a valid and appropriate California driver's license; have a satisfactory driving record; qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I