

ATTENDANCE TECHNICIAN

RANGE D

DEFINITION

Under general supervision, to be responsible for the overall operation of student attendance, enrollment and truancy; to verify excused and unexcused absences; to prepare attendance reports and records; and to do related work as required.

EXAMPLES OF DUTIES

Perform attendance accounting work which involves the keeping of accurate daily school attendance records showing the attendance of each student by school period and teacher; checks with parents to verify absences; records excused and unexcused absences and reports selected problems. Inputs and monitors student attendance data, shot records and past attendance demographic information into AERIES. Close and audit attendance reports and student files. Registers, enrolls and unenrolls students for academy classes, class matriculation and grade reporting from teachers to parents. Verifies Independent Study teachers' timesheets and reconciles with student assignment records and work record training. Monitors truancy information on students to SARB program; input data from truancy meetings into AERIES; coordinates with teacher, principal and SARB officer appropriate actions, court findings and performs truancy sweeps in the community for charter with Truant Officer. Operates a considerable degree of latitude in handling departmental operations. Performs various duties as assigned to support administrative needs and act as school secretary in their absence.

EMPLOYMENT STANDARDS

Education and/or Experience: High school diploma or equivalent is required. Additional education or experience in accounting or business preferred. Minimum of three years of increasingly responsible clerical or record keeping experience with one year in a school office is required.

Knowledge and Skills: Required well-developed attendance record keeping, office organization and clerical skills. Must have sufficient personal computer skills to perform word processing, accurate data entry onto databases and spreadsheets using established database formats. Requires basic understanding of student-based accounting procedures. Requires human relations skills sufficient to communicate policies, rules and procedures to others to maintain harmony in the work place and interact with diverse populations of parents, students and staff in informal settings.

Abilities: Requires the ability to maintain and oversee maintenance of attendance related records and reports consistent with defined requirements. Must be able to learn and interpret School and State policies and codes that relate to attendance and truancy programs. Must be able to interact with a wide range of informal contacts. It is essential that the incumbent in this position maintain the confidentiality of student records and

information. Must be able to perform all the clerical and record keeping duties of the position including the operation of personal computer based software programs.

Physical Abilities: Requires sufficient arm, hand and finger dexterity in order to operate keyboard, typewriter (45 wpm) and other office equipment. Requires sufficient dexterity to keyboard large volumes of data within established time frames. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

Licenses and Certificates: May be required to obtain a valid California Driver's License.

4.2.2024 MPH