



Job Description

Title: Attendance Technician	FLSA Status:	Months: 10
Supervisor: School Principal	Supervises: N/A	Range: 17
Department: Attendance	Bargaining Unit:	Approved: 12/19/2019

JOB SUMMARY:

Under the direction of an assigned school Principal, perform a variety of clerical duties related to student attendance accounting and record-keeping activities at an assigned school site; contact parents and guardians to report and verify excused and unexcused absences and tardiness; receive and process incoming attendance data; operate a computer and assigned software to input and update attendance information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of clerical duties related to student attendance accounting and record-keeping activities at an assigned school site; provide accurate reporting for daily attendance activities and update attendance data for required average daily attendance (ADA) reporting.
- Verify excused and unexcused absences; process and verify student absence information from parents, teachers and others; maintain student absence phone log; enter student absences and tardies into assigned computer system; log and enter students dismissed early; issue admittance forms to students who are late or returning after an absence; issue off-campus passes according to established guidelines.
- Receive, verify, reconcile and process incoming attendance data from teachers, parents, students and administrators.
- Input and update attendance, enrollment and other student information into an assigned computer system; establish and maintain automated student records; print weekly verification forms for completion by teachers; generate a variety of computerized lists and reports related to student attendance data.
- Print attendance rosters; prepare and submit daily attendance reports; gather and file attendance records; generate monthly attendance report for District use; print and distribute sign-out sheets for students leaving campus.
- Enter School Attendance Review Team (SART) information into assigned computer system; maintain accurate list of SART students; notify school office staff and administrators of SART students; generate attendance logs for Saturday Academy students; enter codes for students receiving credit in assigned computer system.
- Maintain daily communication with teachers to assist and obtain attendance reports.
- Generate independent study contracts as needed; communicate with teachers to gather student assignments for completion during independent study; ensure receipt of completed student assignments for credit; enter student name into assigned computer system to record completion of independent study hours and assignments; file completed student assignments during independent study.
- Initiate and receive telephone calls; screen and route calls as directed; send and receive emails; respond to inquiries and provide student attendance and other information to personnel, parents and outside agencies.
- Assist students, staff and visitors in the school office; assist school counselors with administrative tasks; take and relay messages to and from parents and students; explain policies and State regulations regarding school attendance and enrollment as appropriate.
- Perform a variety of clerical duties such as typing and distributing correspondence, lists, bulletins and notices as assigned.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Withdraw students transferring to other Districts from computer systems.
- Provide assistance to school site administrators and District personnel regarding school attendance; assist auditors with providing data as requested.
- Refer student attendance issues to appropriate personnel according to established procedures; assist in identifying and resolving student attendance problems.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- School attendance policies, procedures, terminology and attendance accounting methods.
- Attendance recording and reporting requirements and formats.
- Applicable State and District attendance reporting procedures and regulations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a variety of office equipment, a computer and assigned software.

Skills/Ability to:

- Perform a variety of clerical duties related to student attendance accounting and record-keeping activities at an assigned school site.
- Contact parents and guardians to report and verify excused and unexcused absences.
- Operate a computer and assigned software to input and update attendance information
- Learn methods, procedures, policies and terminology used in accounting for student attendance.
- Learn, interpret, apply and explain applicable student attendance laws, codes, rules and regulations.
- Gather and disseminate attendance information.
- Answer telephones and greet the public courteously.
- Type or input data accurately at an acceptable rate of speed.
- Maintain confidentiality of student records and information.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Maintain a variety of records, reports, logs and files.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Complete work with many interruptions.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school and,
- Two years general clerical experience involving public contact.

WORKING CONDITIONS:**Work Environment:**

- Indoor/Office Environment.
- Constant interruptions.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.