



**CLASS TITLE: ATTENDANCE TECHNICIAN
UNIT 1**

BASIC FUNCTION:

Under the direction of a Principal or Assistant Principal, perform a variety of duties related to attendance accounting and record-keeping at the high school involving frequent and responsible public contacts; prepare, maintain and account for Average Daily Attendance (ADA) and other attendance records and reports for submittal to local and State agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties related to attendance accounting and record-keeping at the high school involving frequent and responsible public contacts.

Prepare, maintain and account for ADA and other attendance records and reports for submittal to local and State agencies according to established time lines; review attendance records and reports for accuracy and compliance with applicable laws, codes, rules and regulations.

Serve as a liaison between students, parents, staff, and outside agencies regarding student attendance and related policies, procedures, rules and regulations; initiate and receive phone calls; take and relay messages; respond to inquiries and provide information.

Utilize a computer and assigned student information software system to scan or input attendance documents and related data; establish and maintain automated student records; generate ADA and various other computerized reports related to student attendance data; assure accuracy of input and output data.

Process and verify student absence information from parents, teachers and others; operate and maintain the automated attendance calling system on a daily basis to assure parents are informed of student absences.

Assist students, staff and visitors in the attendance office; take and relay messages to and from parents and students; issue admittance forms to students who are late or returning after an absence; issue off-campus passes according to established guidelines.

Distribute, collect, code and process a variety of attendance and other forms required for accurate record-keeping; review forms for accuracy and completeness; duplicate materials as needed.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Refer student attendance issues to appropriate personnel according to established procedures; assist in identifying and resolving student attendance problems.

Post information regarding independent studies, Saturday school and make-up day forms according to established procedures.

OTHER DUTIES:

Assist with registration and office coverage activities as needed; assist with clerical activities as needed.

Perform related duties as assigned.



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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Attendance policies, procedures, terminology and attendance accounting methods.
Applicable laws, codes, regulations policies and procedures.
Modern office practices, procedures and equipment.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Data control procedures and data entry operations.
Telephone techniques and etiquette.
Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of duties related to attendance accounting and record-keeping at the high school involving frequent and responsible public contacts.
Prepare, maintain and account for ADA and other attendance records and reports for submittal to local and State agencies.
Serve as a liaison between students, parents, staff and outside agencies regarding student attendance.
Verify excused and unexcused absences.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Answer telephones and greet the public courteously.
Type at an acceptable rate of speed.
Establish and maintain effective working relationships with others.
Operate a variety of office equipment including a computer and assigned software.
Meet schedules and time lines.
Maintain a variety of records, 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 equivalent to: graduation from high school and three years clerical experience including one year maintaining student records.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.



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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.