

CLASS TITLE: ATTENDANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of the assigned supervisor, perform technical attendance accounting and clerical duties at the District level to assure accurate accounting of student enrollment and attendance data for mandated reports; establish, prepare and maintain related records and files; receive, review and process attendance data from school sites and perform other general accounting as may be assigned.

ESSENTIAL DUTIES:

Monitor the Class Size Reduction Program on a daily basis.

Perform technical attendance accounting and clerical duties to assure accurate accounting of student enrollment and attendance for mandated reports in accordance with the California Education Code.

Maintain computer databases; input, consolidate and generate attendance data and figures; reconcile, adjust and proofread attendance reports to assure accuracy; submit reports to appropriate authorities.

Receive, review and process attendance data from school sites; prepare various statistics of attendance data; verify attendance reports submitted by individual schools; notify schools of errors as appropriate; make modifications and assure proper balances.

Prepare and maintain a variety of student enrollment and attendance reports, records, summaries and files; prepare class size reports and projections; print, duplicate and distribute reports as appropriate.

Provide student attendance information to District staff, parents, home teachers and outside agencies as requested; explain and interpret codes, rules, procedures, precedents and activities as needed. Assist parents with Interdistrict Transfers into and out of district, Intradistrict and Open Enrollment transfers and Affidavits of Residency, McKinney-Vento, and Caregiver Affidavits.

Communicate with parents, District staff, other departments, and outside agencies regarding boundary and attendance issues; provide information to school sites concerning student enrollment, attendance and District boundaries.

Operate a variety of office equipment including typewriter, calculator, duplicating machines, scanner and fax machine.

Train and provide technical assistance to school site attendance personnel regarding student attendance issues as necessary.

Perform general support to the accounting and Student Information department's functions as determined by the Manager. Coordinate with the Residency Verification Officer to insure accurate student addresses.

Perform related duties as assigned.

Revised 11/15

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, policies and terminology used in accounting for student attendance enrollment.
Laws, codes, rules and regulations related to assigned activities.
Report preparation and record-keeping techniques.
General knowledge of accounting and record keeping techniques.
Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Operation of office equipment including a computer.
District organization, operations, policies and objectives.

ABILITY TO:

Perform technical attendance accounting and clerical duties at the District level to assure accurate accounting of student enrollment and attendance.
Read, interpret, apply and explain laws, codes, rules, and policies related to assigned activities.
Maintain a variety of records and files.
Input, consolidate and generate attendance data and figures.
Prepare mandated attendance reports.
Plan and organize work.
Answer telephones and greet the public courteously.
Operate a variety of office equipment including a computer.
Type and input data at 30 words per minute from clear copy.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Make arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical experience involving public contact and attendance record management.

WORKING CONDITIONS:

ENVIRONMENT:

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 for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

TERMS OF

EMPLOYMENT: Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance with the Agreement between Sunnyvale School District and California School Employees Association.