

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: DISTRICT ATTENDANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform school district attendance accounting; compile attendance reports for submission to the County Office of Education, State of California and other governmental agencies; audit the attendance records of District schools; perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES:

Review and recommend modifications to forms and procedures related to attendance and enrollment to ensure compliance with current regulations.

Receive and audit monthly attendance reports from District and non-public schools; correct inconsistencies; visit school sites as needed.

Receive, audit and analyze class size reduction enrollments and provide reports and information to District and site Administrators.

Compile, input, and verify attendance and enrollment data; maintain spread sheets and prepare District attendance accounting reports.

Work closely with District and non-public school attendance personnel to provide accurate and timely attendance data and reports.

Train school attendance personnel in attendance procedures, policies and guidelines; advise school attendance personnel of requirements, regulations and changes to procedures and forms.

Explain a variety of District and Governmental codes, policies and regulations pertaining to attendance.

Prepare and maintain a wide variety of statistical reports pertaining to attendance, class size and enrollment; submit to appropriate district, county and state agencies.

Prepare specialized reports and surveys for administrative use as assigned; prepare Board agenda items and related materials.

Ensure use of proper accounting methods in compliance with State and federal guidelines for funding purposes.

Operate a variety of office machines including typewriter, calculator, copier, computer, fax machine and microfiche machine.

Perform a wide variety of responsible clerical work as directed.

Compose written materials independently or from oral instruction, letters requesting or providing information or dealing with routine matters.

Initiate and answer telephone calls; schedule appointments.

Prepare and process applications and forms in accordance with established procedures; assure compliance with a variety of laws and regulations governing assigned functions.

Proofread and edit reports, records and other data for accuracy, completeness and compliance with established standards.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State Education Code sections and State and Federal regulations relevant to attendance record-keeping and accounting.

Procedures and terminology used in school attendance.

Modern office practices, procedures and equipment.

Record-keeping techniques.

District organization, operations, policies and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Prepare statistical reports.

Consolidate, compile and compute numerical data for statistical reporting.

Make arithmetic calculations quickly and accurately.

Work independently with little direction.

Work confidentially with discretion.

Work cooperatively and effectively with others.

Meet schedules and time lines.

Plan and organize work.

Communicate effectively both orally and in writing.

Learn and follow rules, regulations, policies and procedures pertaining to position.

Learn new computer programs.

Operate a variety of office machines such as computer and word processing hardware, printer, typewriter, calculator, fax machine and microfiche machine.

Compose independently or from oral instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by course work in statistical record-keeping and three years increasingly responsible experience performing record-keeping and clerical work, preferably involving school district attendance record-keeping.

WORKING CONDITIONS:

Typical office environment.