

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR ATTENDANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, work independently and use own judgment to produce and provide and account for the accurate accounting of student enrollment and attendance at a comprehensive middle or high school in accordance with the provisions of the California State Education Code; communicate with students, staff and parents concerning student attendance; produce specialized reports as needed; train and provide work direction to attendance staff and student assistants as assigned.

REPRESENTATIVE DUTIES:

Perform technical duties and provide assistance and information to school administrators concerning school attendance; revise and implement office procedures to assure accurate and timely attendance accounting activities.

Train and provide work direction and assign duties to Attendance Clerks and student assistants according to established procedures.

May provide input to administrators in the evaluation of assigned attendance staff.

Account for complex technical computer operations in the attendance office; edit and revise data, accumulate information and generate reports as requested according to established time lines; assist auditors and account for data as necessary.

Analyze a variety of data and process according to established procedures.

Direct the verification of absences by Attendance Clerks and verify absences with parents and appropriate others.

Communicate with students, parents, faculty, administrators and authorities regarding attendance, discipline, truancy and suspension; initiate and receive phone calls and notes regarding student absences; receive and relay messages to students, parents, and others; receive phone calls from concerned parents.

Provide student attendance information to staff, parents and authorities; assist students, staff and visitors at counter and on the telephone.

Prepare and maintain a variety of lists, records and reports regarding student attendance, tardiness, truancy, suspension and discipline; compile attendance data and prepare District and State-required reports.

Review notes and letters from parents to determine reason for absence; issue permits and passes to leave campus; confirm suspected forgeries and refer to designated administrator.

Refer serious attendance problems according to established procedures; assist in identifying and resolving problems of students with frequent absenteeism.

May develop, prepare, and file forms, cards, folders and other documents in permanent student records, type permanent records of new students and enroll new students as required.

May prepare and maintain a variety of testing records and assist with student attendance records as necessary.

May prepare transfer/clearance notices, post leaving grades and gather necessary records; prepare transcript copies and forward student records.

Enroll students and process drops and withdrawals as appropriate; verify addresses; request or send out student records; prepare, update, maintain and file forms, cards, folders and other documents in permanent student records.

Operate a variety of office machines including computer hardware, typewriter, adding machine, duplicating machines, telephone answering machine, scanner, and, where appropriate, an autodialer.

Supervise the behavior of students sent to the office as assigned; assist ill or injured students in the nurse's absence as assigned by supervisor.

May receive fees and issue receipts for indebtedness in the absence of the School Finance Clerk.

Inventory and determine stock needs related to position and submit to appropriate office personnel for processing.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

District attendance policies, procedures, terminology and accounting methods.

Technical aspects of attendance office operations.

Office organization techniques.

Basic accounting procedures.

Principles and practices of providing training and work direction.

Modern office practices, procedures and equipment.

Complex record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

Ability to:

Train and provide work direction to others.
Analyze situations accurately and adopt an effective course of action.
Learn and follow rules, regulation, policies and procedures pertaining to job.
Procedures, policies and terminology used in accounting for student attendance and enrollment.
Type at 50 net words per minute from a clear copy.
Make math calculations quickly and accurately.
Understand and follow oral and written directions.
Work cooperatively and effectively with others.
Operate a variety of office machines including computer hardware, typewriter, adding machine, duplicating machines, telephone answering machine, scanner, and, where appropriate, an autodialer.
Meet schedules and time lines.
Develop, prepare and maintain complex records and prepare reports.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Work with discretion and maintain confidentiality.
Work independently with little direction.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by course work in business or related field and three years increasingly responsible clerical experience including one year in maintaining student records.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid Certificate within first six months of employment.

WORKING CONDITIONS:

Middle or high school attendance office environment; subject to constant interruptions and extensive public contact.