

Escondido Union High School District Job Description

Job Title: Student Attendance Technician
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 25
Approved By: Board of Education
Approved Date: 12/07/10

NATURE OF WORK

Under the direction of a site administrator perform a variety of clerical duties related to attendance at the high school; contact parents and guardians regarding student attendance. Operate a computer terminal to enter and update attendance data.

ESSENTIAL DUTIES include the following. Other duties may be assigned.

Talk with parents by phone or in person and receives verification of student absences and the reasons therefor.

Make entries to County Student Information System regarding student absences.

Assist students in obtaining off-campus passes and re-admits following absences.

Provide information to teachers, counselors, administrators, parents, students regarding student absences.

Coordinate detentions and Saturday School for students with unexcused absences or truanancies.

Assist students, parents in obtaining homework or independent study assignments for long term absences.

Provide reports to district office.

Refer SARB (School Attendance Review Board) students to Assistant Principal.

Order reports and attendance letters from County Student Information System.

Direct the work of Attendance Clerks, Student Assistants.

Monitor attendance categories for special funding.

Track attendance for after school study labs.

May verify attendance for Social Services.

Maintain log of enter & exit students to verify attendance report.

Notify teachers of adds/drops daily.

Create/Send attendance correspondence.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); two years of clerical experience, at least one of which should be in an educational environment.

KNOWLEDGE OF:

Attendance methods and reporting; modern office practices, procedures and equipment; record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; applicable sections of the State Education Code and other applicable laws; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette; knowledge of Student Information System is desirable.

ABILITY TO:

Learn methods, procedures, policies and terminology used in accounting for student attendance enrollment; type at 50 wpm; work cooperatively with others; establish and maintain effective working relationships with others; operate a variety of office machines including a computer, typewriter and copier; meet schedules and time lines; communicate effectively with students, staff, parents and the general public; read, interpret and follow rules, regulations, policies and procedures; perform clerical duties such as filing, duplications, typing and maintaining records with speed and accuracy; work effectively with constant interruptions; understand and follow oral and written instructions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

The noise level in the work environment is usually moderate.

COMMENTS

In this position, the ability to work cooperatively with others and to pay particular attention to detail is necessary. Must genuinely like high school age students and demonstrate an ability to serve in an authority role in a friendly, yet firm manner. Employees of the Escondido Union High School District are expected to maintain a professional appearance in the workplace.