

JOB DESCRIPTION
Grossmont Union High School District

ATTENDANCE TECHNICIAN

Purpose Statement:

The job of Attendance Technician is done for the purpose/s of performing a wide variety of complex clerical and accounting work associated with computerized period attendance record keeping system; maintaining accurate, up-to-date attendance records; and identifying errors and making corrections. Incumbents in this classification provide students, staff and the public with information through the performance a wide variety of clerical services which directly supports learning.

This job reports to Principal or designee

Essential Functions

- Assures delivery of messages and personal items to students for the purpose of distributing items in compliance with school site policies.
- Coordinates with District Information Technology staff and/or San Diego County offices as necessary for the purpose of resolving computer hardware/software issues related to attendance accounting.
- Develops and reconciles student attendance reports for the purpose of disseminating accurate information as required.
- Maintains a variety of manual and electronic documents, files and records (e.g. student attendance reports, ROP monthly reports, attendance data, etc.) for the purpose of documenting and/or providing reliable information.
- Oversees student workers for the purpose of directing work assignments.
- Prepares documents regarding student attendance (e.g. messages received from parents, students, vice principals, counselors; emails; spreadsheets; letters; call slips; attendance contracts; reports; late slips; etc.) for the purpose of written support and/or conveying information.
- Processes documents and materials (e.g. attendance data, off-campus passes, other special permits, referrals, detentions and Saturday school, passes, SARS, mailings, grades, hours, attendance reports, etc.) for the purpose of disseminating information to appropriate parties.
- Refers truant students to appropriate personnel for the purpose of ensuring follow-up in accordance with administrative guidelines.
- Responds to inquiries (e.g. staff, students, parents, public, District attorneys, police, various mentor programs, etc.) for the purpose of providing information and/or direction as may be required.
- Verifies full-day and period absences (e.g. checking signatures and dates, contacting parents, writing passes, etc.) for the purpose of formally readmitting students following absences.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Attends meetings (e.g. CASBO, state regulation meetings, SART/SARB training, District meetings) for the purpose of providing information and/or direction as may be required.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: performing standard clerical duties; operating standard office equipment; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: CA Ed Code regulations regarding attendance accounting; computer data entry; telephone etiquette; and developing and maintaining complex records and reports.

ABILITY is required to schedule activities; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; establishing and maintaining effective working relationships; working with detailed information/data; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 40% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

Current Typing Certificate at an acceptable rate of speed.

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

6/15/2006

Salary Grade

Unit II 40