



For the future of every student

## **CLASS TITLE: ATTENDANCE TECHNICIAN**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform accurate and technical attendance accounting and record-keeping for Adult Education; operate a computer and assigned software to enter and update attendance information; serve as a liaison between students, parents, staff and outside agencies regarding District attendance policies, procedures, rules and regulations.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform accurate and technical attendance accounting and record-keeping for Adult Education; assure compliance with applicable laws, codes, rules and regulations.

Utilize a computer and assigned student information system to scan or input attendance documents, grades, and related data; train others in the proper use of the system; resolve attendance reporting issues and correct reports as necessary; communicate with system technology support to troubleshoot and resolve system problems as needed.

Establish and maintain journals, records, ledgers and worksheets to provide documentation for student attendance record keeping systems; prepare statistical and attendance reports related to assigned functions; prepare and process attendance/grade registers and reports; proof and balance attendance ledgers and maintain cumulative totals of attendance and enrollment for Adult Education programs; collect, compile, calculate and distribute to appropriate sources or agencies.

Serve as a liaison between students, parents, staff and outside agencies regarding District attendance policies, procedures, rules and regulations; visit sites as needed; answer telephones and greet visitors; provide student attendance information to staff and outside agencies as requested; respond to complex or difficult questions.

Coordinate attendance accounting functions with Adult Education programs; perform specialized data processing system support tasks to assure proper and efficient use of assigned records management systems.

Operate a variety of office equipment including a scanner, shredder, typewriter, calculator, copier and typewriter.

Generate, distribute, receive and evaluate a variety of documents, records and reports for compliance with established office procedures and standards.

#### **OTHER DUTIES:**

Prepare and maintain attendance and enrollment documents and records for storage.

Assist with attendance compliance audits.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Methods, procedures, policies and terminology used in accounting for student attendance and enrollment.

District organization, operations, policies and objectives.

Applicable laws, codes, rules and regulations.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Report preparation techniques.

Record-keeping and filing techniques.

Operation of a computer and assigned software.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic math.

**ABILITY TO:**

Perform accurate and technical attendance accounting and record-keeping for Adult Education.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Compile and verify data and prepare reports.

Verify accuracy and completeness of documents and process data.

Answer telephones and greet visitors.

Operate a variety of office equipment including a computer and assigned software.

Input data at an acceptable rate of speed.

Meet schedules and time lines.

Maintain a variety of records and files.

Complete work with many interruptions.

Add, subtract, multiply and divide quickly and accurately.

Determine appropriate action within clearly defined guidelines.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and two years of general clerical experience involving public contact and record-keeping.

**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 or standing for extended periods of time.

Seeing to read a variety of materials.

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