

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	ATTENDANCE TECHNICIAN–HIGH SCHOOL
Job Family:	Clerical/Secretarial Support
Reports to:	Principal
Salary Level:	Range 25
Calendar:	Classified 10 Month

DEFINITION:

Under the direction of the Assistant Principal; perform a variety of duties related to attendance accounting and record-keeping at an assigned high school site involving frequent and responsible public contacts; assist students, staff and parents with attendance related activities; prepare, maintain and account for Average Daily Attendance (ADA) and other attendance records and reports for submittal to local and State agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a variety of duties related to attendance accounting and record-keeping at an assigned high school site involving frequent and responsible public contacts; revise and implement office procedures to assure accurate and timely attendance activities.
- Prepare, maintain and account for ADA and other attendance records and reports for submittal to local and State agencies according to established time lines; review attendance records and reports for accuracy and compliance with applicable laws, codes, rules and regulations.
- Serve as a liaison between students, parents, staff and outside agencies regarding student attendance and discipline and related policies, procedures, rules and regulations; initiate and receive phone calls; take and relay messages; respond to inquiries and provide information; handle confidential and sensitive issues regarding student attendance and student discipline.
- **Set "auto dialer" to call parents regarding student absences.**
- Utilize a computer and assigned software system to scan or input attendance documents and related data; establish and maintain automated student records; generate ADA and various other computerized reports related to student attendance data; assure accuracy of input and output data.
- Process and verify student absence information from parents, teachers and others; operate and maintain the automated attendance calling system on a daily basis to assure parents are informed of student absences.
- Assist students, staff and visitors in the attendance office; take and relay messages to and from parents and students; issue admittance forms to students who are late or returning after an absence; issue off-campus passes according to established guidelines.
- Distribute, collect, code and process a variety of attendance and other forms required for accurate record-keeping; review forms for accuracy and completeness; duplicate materials as needed.
- Provide Health Office coverage as assigned; provide basic first aid; maintain related logs for ill or injured students; administer medication in accordance with established policies and procedures.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Perform a variety of clerical duties such as typing and distributing correspondence, lists, bulletins and notices as assigned; assist at front counter as needed during peak periods.
- Refer student attendance issues to appropriate personnel according to established procedures; assist in identifying and resolving student attendance problems.
- Relay messages received for staff, teachers and students.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years clerical experience including one year maintaining student records.

Licenses and other Requirements

- Incumbents must be able to speak, read and write in English and a designated second language.

Knowledge of:

- Attendance policies, procedures, terminology and attendance accounting methods.
- Applicable laws, codes, regulations policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- California State attendance rules as regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Data control procedures and data entry operations.
- Telephone techniques and etiquette.
- Operation of a computer and assigned software.
- Basic arithmetic.

Ability to:

- Perform a variety of duties related to attendance accounting and record-keeping at an assigned high school site involving frequent and responsible public contacts.
- Prepare, maintain and account for ADA and other attendance records and reports for submittal to local and State agencies.
- Serve as a liaison between students, parents, staff and outside agencies regarding student attendance.
- Verify excused and unexcused absences.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Read, write, translate and interpret English and a designated second language.
- Answer telephones and greet the public courteously.
- Type and input data at an acceptable rate of speed.
- Establish and maintain effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Meet schedules and time lines.
- Maintain a variety of records, logs and files.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Complete work with many interruptions.

DESIRED QUALIFICATIONS:

- Knowledge of California State attendance recordkeeping.
- Knowledge of District attendance rules and regulations.

WORKING CONDITIONS:

Work Environment:

- Indoor office environment.

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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018