

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Attendance Technician II	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Attendance Technician	FLSA:	Non-Exempt
JOB CLASS CODE:	0587	WORK YEAR:	11 to 12 Months
DEPARTMENT:	Assigned Secondary or Adult School	SALARY:	Range 41 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	08-22-83
		BOARD REVISION:	11-20-89
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform routine, complex duties related to the preparation and maintenance of accurate student attendance records, permanent records, and cumulative folders; prepare and submit reports for local, county, state, and other ADA purposes; provide work direction to employees and student assistants.

DISTINGUISHING CHARACTERISTICS:

Attendance Technician II is differentiated from Attendance Technician I primarily by the level of difficulty of tasks assigned, the extent of independent judgment exercised, the kind of supervision received, the nature of public contacts, and typical responsibility.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Issue admittance slips, early dismissals, and other forms; register new students according to established guidelines and procedures. **E**

Maintain records of test scores, academic grades, and related student information including emergency card information; receive and compose correspondence related to student records. **E**

Compile information, and prepare and submit reports for local, state, and other ADA purposes; type from verbal instructions, rough draft, or compose and prepare correspondence concerning student attendance and records as appropriate. **E**

Receive and answer inquiries regarding student attendance and permanent records; communicate with students, parents, faculty, administrators, and authorities regarding attendance, discipline, truancy, suspension, and permanent student records. **E**

Process student transfers; receive and review transcripts for compliance with district policies; forward transcripts to other institutions as appropriate. **E**

Perform a variety of related clerical duties including file maintenance, typing memos, letters, reports, and other materials for counselors and administrators. **E**

Maintain adequate supply of attendance and registration materials; order office supplies, and other materials as needed and according to established guidelines and procedures; lift light objects. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of increasingly responsible clerical experience involving student records and computer work.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding.....	45 Correct WPM
Word.....	70% Overall Score
Excel.....	70% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District attendance and registration policies, procedures, and terminology.

Methods, techniques, and terminologies involved in the maintenance of permanent student records.

Basic accounting procedures.

Applicable sections of State Education Code and other applicable laws.

Record-keeping techniques.

Operation of a computer, related software, and standard office equipment.

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

Interpersonal skills using tact, patience, and courtesy.

Report writing methods and techniques

Oral and written communication skills.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Maintain records and prepare reports.

Operate a computer, related software, and standard office equipment.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Perform computational tasks with speed and accuracy.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Understand and follow oral and written directions.

Lift light objects according to safety regulations.

Complete work with many interruptions.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

School office environment; constant interruptions; extensive staff, student, and public contact.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date