

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: ATTENDANCE TECHNICIAN

SALARY: RANGE 30 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned site administrator, perform a variety of duties related to attendance accounting and record keeping at an assigned school site involving frequent and responsible public contacts; prepare, maintain and account for attendance records and reports for submission to local and State agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties related to attendance accounting and record keeping at an assigned school site involving frequent and responsible public contacts; revise and implement office procedures to ensure accurate and timely attendance activities.

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.

Process and verify student absence information from parents, teachers and others; operate and maintain the automated attendance calling system on a daily basis to ensure 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.

Review and update emergency information and ensure that data is available in emergency situations; 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 and monitor short-term independent study for students; ensure assignment of appropriate work in accordance with established guidelines.

Assign lockers to students and enter student locker information in the student information system as required.

Complete and maintain school bell schedule as assigned by the position; enter appropriate schedules and times in the student information system.

Assist site administration in improving chronic absenteeism as an active participant on the site's attendance committee, including, but not limited to regular attendance at meetings and training opportunities, collaborating with other committee members in planning and executing attendance improvement activities, completing data entry and generating reports related to student tardiness and attendance.

July 2018

Revision Board Approved 3.5.2024

Refer student attendance issues to appropriate personnel according to established procedures; assist in identifying and resolving student attendance problems; schedule SARB meetings as required; process truancy letters.

Provide basic first aid to students; arrange for emergency medical services as needed; monitor and distribute doctor prescribed medications in accordance with applicable laws, codes, rules, and regulations, including communication with families as needed.

Prepare and distribute graduation awards, diplomas and programs as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Attendance policies, procedures, terminology and attendance accounting methods
- Applicable laws, codes, regulations, policies and procedures
- Data control procedures and data entry operations
- Modern office practices, procedures and equipment
- General terminology, practices and procedures of the assigned office
- Record-keeping and filing techniques
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Principles and practices of data processing
- Operation of a computer and assigned software
- Mathematic calculations
- Basic first aid

ABILITY TO:

- Perform a variety of duties related to attendance accounting and record keeping at an assigned school site involving frequent and responsible public contacts
- Prepare, maintain and account for ADA and other attendance records and reports for submission 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
- Assemble, organize, and prepare data for records and reports
- Complete work with many interruptions

- Answer telephones and greet the public courteously
- Type or input data at an acceptable rate of speed
- Make arithmetic calculations quickly and accurately
- Communicate effectively both orally and in writing
- Understand and follow oral and written instructions
- Establish and maintain effective working and cooperative relationships with others
- Prepare and maintain a variety of reports, records, and files
- Operate standard office equipment including a computer and assigned software
- Meet established schedules and timelines
- Provide basic first aid

EDUCATION AND EXPERIENCE:

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

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance
- TB clearance

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Constant interruptions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Seeing to read, prepare and ensure the accuracy of a variety of materials
- Hearing and speaking to exchange information in person or on the telephone
- Sitting or standing for extended periods of time
- Bending, crouching, kneeling and stooping to reach materials
- Reaching overhead and horizontally to retrieve and store files and supplies

POTENTIAL HAZARDS:

Potential exposure to/direct contact with bodily fluids/blood borne pathogens

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants. For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer: Human Resources Administrator; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.