CHICO UNIFIED SCHOOL DISTRICT
ATTENDANCE TECHNICIAN

DEFINITION
Under direction, to coordinate clerical accounting activities involved in the enrollment and attendance accounting reporting system of the District, providing accurate accounting of student enrollment and attendance records in accordance with provisions of the California Education Code.

SUPERVISION EXERCISED
May exercise technical and functional supervision over lower level clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Coordinate activities involved in the enrollment and attendance accounting reporting system of the District; review a variety of enrollment and attendance reports from individual schools, special teachers and home teachers; verify accuracy and balances; prepare and distribute summaries; work closely with other staff to resolve discrepancies and achieve accuracy.
- Compile data on enrollment; ensure accuracy of the balance of attendance figures; provide totals and various breakdowns according to grade level and type of program; prepare various reports required by law.
- Operate and assist in providing training to and troubleshooting for employees using appropriate attendance computer program; provide in-service training of staff members in attendance reporting procedures.
- Assist the Business Manager in matters relative to enrollment patterns and history for the purpose of short and long range planning for schools and staffing; prepare enrollment projections as requested; exercise initiative in gathering general educational data, compiling statistical information, presenting trends, interpreting trends and updating supervisor in regards to the data.
- Monitor enrollment and attendance of students to ensure compliance with California Education Code regulations regarding minimum day and class size; generate reports to verify compliance and follow up with registrars and counselors.
- Develop attendance accounting and record keeping procedures to allow for audit procedures; perform internal audits of the attendance systems at school sites as necessary to verify accuracy.
- Coordinate with data processing to develop timelines and resolve problems.
- Serve as District records custodian by organizing and coordinating the transfer, storage, microfilming, destruction and researching of student records and attendance histories of students who have attended schools in the District.
- Receive and respond to subpoenas and other requests for student records, ensuring compliance with appropriate District policies and procedures, Education Code and State and Federal regulations.
- Serve as District designee for work permit issuance; ensure compliance with applicable local, State and Federal laws; compile reports as requested.
- Receive, monitor and process Inter-District Attendance Agreements of students.
- Operate and maintain the District Educational Logistics computer system which provides geographical student demographics; create boundary areas, maps and demographic information for District boundary, new school and existing school configuration decisions.
- Respond to and resolve inquiries and requests for information regarding enrollment and attendance.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of attendance tracking.
- Operate a variety of modern office equipment, including computer equipment, adding machines, calculators, microfilm camera and printer, duplicating machines and other office machines and equipment.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
- Principles, methods and procedures used in planning, coordinating and standardizing reporting systems.
- Modern office practices, methods and equipment, including computer equipment.
- Principles of business letter writing.
- Principles and procedures of record keeping.
- Principles and practices of data collection and report preparation.
- Word processing methods, techniques and programs, including spreadsheet and data base applications.
- Basic mathematical and accounting principles.

Skill to:
- Learn to operate a microfilm camera.
- Operate modern office equipment, including computer equipment, adding machines, calculators, duplicating machines and other related office equipment and machinery.
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- Type or operate a keyboard at a level proficient for successful job performance.

**Ability to:**

- Learn the operations, services and activities of the District.
- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions, including sections of the Education Code applicable to attendance record keeping.
- Learn the operational characteristics and procedures of applicable computer attendance programs.
- Plan, coordinate and standardize a centralized enrollment and attendance reporting system.
- Perform responsible and difficult administrative and specialized clerical work involving the use of independent judgment and personal initiative.
- Independently prepare correspondence and memoranda.
- Compile and tabulate data and information and prepare summaries and reports.
- Maintain and prepare complex, extensive and confidential records and reports.
- Perform accurate mathematical computations quickly and accurately.
- Work effectively and efficiently under pressure with constant interruptions.
- Respond to requests and inquiries for information regarding school and District policies and procedures.
- Interact effectively and sensitively with students and parents from diverse backgrounds.
- Plan and organize work to meet schedules and deadlines.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**

- Two years of responsible clerical experience involving statistical record keeping and reporting, including some exposure to school and community programs.

**Training:**

- Equivalent to the completion of the twelfth grade.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

- Ability to work in a standard office environment.

PC - March 1996, July 2012