

VISTA UNIFIED SCHOOL DISTRICT

ATTENDANCE TECHNICIAN

DEFINITION

Under general supervision, to plan, organize, and participate in the student attendance record management program; to assist in the planning, organization, and development of student attendance reports using an automated record management and database system; and to do other related functions as directed.

ESSENTIAL DUTIES

- Plan, organize, and coordinate the technological functions of an automated student attendance record management program, including record storage and retrieval systems.
- Aid in the planning of programs designed to ensure compliance with the legal mandates concerning student attendance.
- Perform functions in the conduct of studies, surveys, and evaluation processes pertaining to student attendance functions.
- Plan, organize, develop, and distribute informational material regarding student attendance issues, problems and concerns.
- Aid in the planning, organization, development, and implementation of guidelines and procedures to inform parents and legal guardians pertaining to student attendance and truancy matters.
- Generate a variety of special reports, including lists, labels, grade reports and other computer generated data.
- Respond to requests for attendance information from various social service agencies.
- Assist in the student registration, initial class placement process, and the preparation of student entry and closing records.
- Assist and train others in the use of the student computer database system, including system backup procedures.

QUALIFICATIONS

Knowledge of:

Practices, methods, trends, strategies, and techniques pertaining to student attendance programs;
Methods, procedures, and techniques of organization and planning;
Practices, procedures, and techniques pertaining to automated student record management, storage, and retrieval systems;
Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to student attendance programs.

Ability to:

Effectively and efficiently plan, organize, and coordinate student attendance and record management programs;
Plan, organize, and implement student attendance functions and activities;
Analyze, review, and compile comprehensive student attendance related reports;
Communicate effectively in oral and written form;
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Type or keyboard at a net corrected speed of 40 words per minute;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Two years of responsible student attendance experience, including one year of experience involved with an automated record management system.

Education:

Equivalent to the completion of the twelfth grade with an emphasis in organization, office practices, and automated record management systems, or a closely related field.