

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Attendance Technician I	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	Attendance Technician	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0586	<b>WORK YEAR:</b>	10 to 12 Months
<b>DEPARTMENT:</b>	Assigned Secondary or Adult School	<b>SALARY:</b>	Range 38 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	02-28-83
		<b>BOARD REVISION:</b>	11-20-89
		<b>HR REVISION:</b>	04-27-12

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**BASIC FUNCTION:**

Perform routine, diverse 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 student assistants.

**DISTINGUISHING CHARACTERISTICS:**

Employees in this class perform a wide variety of duties requiring the exercise of judgment and discretion. They may work in a situation where there is a clerical supervisor, and where procedures and methods are prescribed. Following initial instructions and within the scope of the assignment, employees in this class are expected to exercise good judgment and discretion in handling problems that may arise. They may have considerable contact with students and teachers.

**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; prepare class schedules, and generate list of classes. **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; input attendance corrections. **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**

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**

Maintain adult school attendance database; generate calendar and schedules for school year and classes. **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**

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 two 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.....	60% Overall Score
Excel.....	60% 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.

Complete work with many interruptions.

Lift light objects according to safety regulations.

Understand and follow oral and written directions.

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

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

School office environment; constant interruptions.

**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.