

SAN JOSE UNIFIED SCHOOL DISTRICT

I. **Title** School Attendance Technician

II. **Definition**

Under direction in a middle or high school to take charge of daily student attendance accounting; supervise students assisting in attendance accounting; prepares attendance reports and maintains attendance records; and to do related work consistent with the job description.

III. **Examples of Duties**

Maintains and enters data through the use of computer terminals; performs daily attendance accounting work required to keep accurate school attendance records of each student by school period; waits on students in attendance office; prepares and issues admit slips to class, and permits to leave school; checks with parents to verify absences; records absences to ledger and report recurring absences to appropriate supervisor; reviews and sends messages and call slips from school administrators, directs parents to classrooms; update registration lists for changes in enrollment; types records, reports and forms; operate office machines and computer terminal; train and supervise student help; do routine school office clerical tasks and assist other school office personnel with their duties when requested to by site administrator or designee.

IV. **Distinguishing Characteristics**

Positions in this class are in the district high schools and middle schools.

V. **Employment Standards**

A. **Knowledge of:**

District attendance account procedures;

Modern office methods, equipment and procedures;

English usage, spelling, grammar, and punctuation.

B. **Ability to:**

Learn and apply District rules and policies concerning student attendance including acceptable reasons for excused absence and late arrival;

Supervise student aides;

Relate to students in a warm and caring manner;

Prepare and maintain accurate daily school attendance records;

Learn to operate computer terminal;

Meet the public tactfully and courteously and to establish and maintain cooperative and effective working relationships;

Type at a rate of not less than 35 WPM from a clear copy;

Understand and carry out oral and written instructions

C. Education/Training/Experience:

Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed above.

D. Licenses/Certificates:

VI. Specific Qualifications

Must pass District clerical test.

Bilingual skills may be required.

Date May 18, 1988

Range 21A

Position Code SAT

JBD:cf