

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Attendance Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Assigned Department/Site	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-34/CSEA 125 Salary Schedule

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**BASIC FUNCTION:**

Under the general direction of an assigned supervisor, compile and balance in a reasonable, timely manner the Average Daily Attendance (ADA) report for District students; assist district personnel with policies and procedures regarding student enrollment and attendance.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)**

Oversee student enrollment and attendance accounting to assist in ensuring the financial viability of the District.  
*E*

Compile and balance the Average Daily Attendance (ADA) report for District students to meet the needs of the site; make corrections in a reasonable, timely manner and monitor the report as needed to ensure accuracy of data.  
*E*

Receive and process attendance accumulation corrections according to established procedures and time lines. *E*

Assist student records programmers with user policies and procedures to provide reasonable, timely delivery of professional services to each site. *E*

Respond to requests from District personnel, families and the public regarding policies and procedures related to assignment. *E*

Operate a computer and related software to input data, troubleshoot and correct errors; train others in proper use of the system to ensure accuracy. *E*

Receive and respond to phone calls regarding attendance in a reasonable, timely manner to deliver professional services to students, staff, families and outside agencies. *E*

Perform varied and technical duties relating to specialized departmental activities in support of one or more programs. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years clerical experience including two years in a school office with experience in the area of student attendance practices preferred.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:  
Current attendance accounting rules, practices and procedures.  
Accurate record-keeping techniques.  
Current office practices, procedures and equipment.

Software programs related to current work and other programs including but not limited to word processing and spreadsheet.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Accurately compile and balance the Average Daily Attendance (ADA) report for District students.

Compare numbers and detect errors efficiently.

Perform statistical typing accurately.

Communicate, comprehend and follow both oral and written directions effectively.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Train and provide clear work direction and expectations to others.

Plan and organize to meet schedules and time lines.

Work independently with little direction.

Operate a computer terminal to enter data, maintain records and generate reports.

Learn new or updated computer systems/programs to apply to current work.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; contact with dissatisfied individuals; extended viewing of a computer monitor.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, seeing to ensure accuracy of attendance data; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; bending at the waist; kneeling or crouching to retrieve files; hearing and speaking to exchange information in person or on the telephone.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E=Essential Functions***