



ATTENDANCE ACCOUNTING TECHNICIAN

Revision Date: 09/24/14

BRIEF DESCRIPTION OF POSITION:

Under the direction of designated administrator, operates a computer terminal to enter, maintain and generate information and reports regarding student attendance; provides information and assistance to students, parents and the general public.

STATEMENT OF TYPICAL DUTIES:

- a. Operates a computer terminal to enter, update and monitor attendance data, including absences and tardies. *E*
- b. Maintains accurate records of student attendance; verifies absences and resolves discrepancies; makes telephone calls, and examine readmits and letters from parents; performs attendance checks as requested. *E*
- c. Provides information and assistance regarding attendance to students, parents and the general public in the school office and on the telephone; routes calls to appropriate administrator or other staff. *E*
- d. Generates attendance-related reports and forms in accordance with State, Federal, and local laws; duplicates and distributes as appropriate. *E*
- e. Communicates with parents, law enforcement personnel, and social service agencies regarding student information.
- f. Prepares and maintains a variety of records and reports regarding student attendance, tardiness and absences. *E*
- g. Provides clerical support and assistance to school staff as it relates to attendance. *E*
- h. Performs duties of EDP Terminal Operator-Records in incumbent's absence. *E*
- i. Communicates with faculty, administration, counselors, and other regarding student attendance. *E*
- j. Manage and assist student and parents at the attendance window. *E*
- k. Provide clerical support and assistance to the main office. *E*
- l. Performs other related tasks and assumes responsibilities as may be assigned by proper authority. *E*

KNOWLEDGE AND ABILITIES:

Knowledge of:

- District attendance policies, procedures, terminology, and accounting methods.
- Modern office practice, procedures, and equipment.
- Computer operations and data entry skills.
- Verbal and written communications skills.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling punctuation, and vocabulary.
- Applicable sections of State Education Code and other applicable laws.
- Record keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Operate a computer terminal and enter and maintain data accurately.
- Learn, interpret, apply and explain rules, regulations, policies, and procedures.
- Understand and follow verbal and written directions.
- Communicate effectively both verbally and in writing.
- Perform clerical duties such as filing, copy, word processing, and maintaining records.
- Establish and maintain cooperative
- Complete work with many interruptions
- Maintain records and prepare reports
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

A High School Diploma or GED and two years attendance-related experience in a high school.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

High school office environment.