

## ORANGE UNIFIED SCHOOL DISTRICT

### ATTENDANCE TECHNICIAN

#### DEFINITION

Under general supervision, performs specialized and technical financial duties in attendance accounting; confers with district and school site administrators to maintain sound attendance reporting, and performs other related functions as directed. This position is directly responsible to the Budget Controller.

#### DISTINGUISHING CHARACTERISTICS

This position classification requires expertise in complex attendance accounting record keeping. The job requires the ability to analyze, develop, offer alternative problem solutions to related technical issues and concerns. Individuals are expected to learn or develop systems, procedures, and equipment as necessary. The incumbent may attend meetings where appropriate and necessary, working closely with information services and other district departments.

#### PHYSICAL DEMANDS AND WORKING CONDITIONS

This position classification performs light work that involves sitting a major portion of the time, but does require walking and standing for periods of time. Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required. Individuals in this call require vision (which may be corrected) to read small print, accurate perceiving of sound, dexterity for working with business machines, materials and objects.

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

#### ESSENTIAL DUTIES

- Receives and maintains appropriate attendance data and information.
- Compiles a variety of monthly and annual district-wide attendance reports as required.
- Audits and balances reports from school attendance offices, including special schools.
- Assists in monitoring class size, enrollment and bell schedule compliance with state legislation.
- Assists in compilation and issuance of the annual attendance calendar.
- Assists with in-service training and assistance to school attendance personnel regarding procedures, reports and changes.
- Performs periodic internal audits of attendance record keeping.
- Prepares analytical reports as required for enrollment, contracts, budgets and other similar areas.
- Assists with development and implementation of computer system reports in concert with information services as required.
- Compiles with appropriate state and federal legislation and regulations.

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#### **QUALIFICATIONS GUIDE**

Knowledge of:

- Principles and practices of school attendance accounting and auditing.
- Principles of office procedures and systems analysis.
- The application of data processing to attendance accounting.
- Correct English usage, grammar, spelling, punctuation and mathematics.
- Human relationships in working and communicating with others.
- Operation of computers and computer programs.
- Safe working methods and procedures.

Ability to:

- Assist in the planning, organizing and control of a large school district attendance system.
- Participate in formulating and carrying out recommendations regarding attendance processes.
- Read and interpret a volume of technical, legal and professional literature.
- Compile and analyze financial and statistical data.
- Communicate and work effectively with administrative, instructional and operating personnel.
- Take responsibility for accuracy of work completed.
- Work effectively with minimal supervision.
- Operate standard business equipment including computers and computer programs relative to the position.

#### **Training and Experience**

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:

High school graduate supplemented by some college level training in accounting, budgeting and/or business administration with a minimum of two (2) years of successful, increasingly responsible experience in school attendance accounting or closely related field.

Successful comprehensive school district attendance accounting experience, including familiarity with the California Education Code and other state laws governing school finance may substitute for college level training.

#### **Skills**

- Typing 35 words per minute
- Proficiency in use of calculator, adding machine, computer systems including school attendance accounting, spreadsheet and work processing software

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**Other Requirements**

Licenses: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: The noise level in the work environment is usually quiet.

Other: Incumbents of positions in this class will be required to use a personal vehicle in the course of employment and may be required to attend periodic evening meetings and/or to travel within and/or out of District boundaries to attend meetings. Incumbents may be required to work at a video display terminal for prolonged periods.