



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Attendance Technician</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>As assigned</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 56 Range: 38</b>

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of duties related to attendance accounting and record-keeping at an assigned school site involving frequent and responsible public contacts; prepare, maintain and account for Average Daily Attendance (ADA) and other attendance records and reports for submittal to local and State agencies for State funding.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform a variety of duties related to attendance accounting and record-keeping at an assigned school site involving frequent and responsible public contacts; revise and implement office procedures to assure accurate and timely attendance activities
- Prepare, maintain and account for ADA and other attendance records and reports for submittal to local and State agencies according to established time lines; review attendance records and reports for accuracy and compliance with applicable laws, codes, rules and regulations; correct enrollment errors as needed
- Serve as a liaison between students, parents, staff and outside agencies regarding student attendance and related policies, procedures, rules and regulations; initiate and receive phone calls; take and relay messages; respond to inquiries and provide information
- Utilize a computer and assigned software system to input attendance documents and related data; establish and maintain automated student records; generate ADA and various other computerized reports related to student attendance data; assure accuracy of input and output data
- Process and verify student absence information from parents, teachers and others; operate and maintain the automated attendance calling system on a daily basis to assure parents are informed of student absences; clear absences as appropriate; input data from tardy sweeps, utilize automated system to inform parents, and maintain master list of students involved in tardy sweeps; input and verify clearances for field trips, prom, physical education and other school activities; notify teachers of missing attendance reports

- Assist students, staff and visitors in the attendance office; take and relay messages to and from parents and students; respond to e-mails; issue admittance forms to students who are late or returning after an absence; issue off-campus passes according to established guidelines
- Prepare and compile information into comprehensive SARB packet for use during SARB panel meetings; e-mail teachers, counselors and administrators for information regarding potential SARB students; print required District SARB information regarding the student
- Prepare reports of students qualifying to attend Saturday School; manage sign-in sheets of students requesting Saturday School; notify parents of selected students to assure availability and attendance; update student records who have completed Saturday School
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software
- Refer student attendance issues to appropriate personnel according to established procedures; assist in identifying and resolving student attendance problems
- Perform a variety of clerical duties such as keyboarding and distributing correspondence, lists, bulletins and notices as assigned; prepare and receive signed truancy letters for parents/guardians; maintain and update the phone call list
- Attend student attendance-related meetings with appropriate personnel
- Perform other attendance-related activities including correcting enrollment errors; dis-enrolling students

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Attendance policies, procedures, terminology and attendance accounting methods

Applicable laws, codes, regulations policies and procedures

Modern office practices, procedures and equipment

Record-keeping and report preparation techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Data control procedures and data entry operations

Telephone techniques and etiquette

Operation of a computer and assigned software

**ABILITY TO:**

Perform a variety of duties related to attendance accounting and record-keeping at an assigned school site involving frequent and responsible public contacts

Prepare, maintain and account for ADA and other attendance records and reports for submittal to local and State agencies

Serve as a liaison between students, parents, staff and outside agencies regarding student attendance

Verify excused and unexcused absences

Interpret, apply and explain applicable laws, codes, rules and regulations

Answer telephones and greet the public courteously

Type at an acceptable rate of speed

Establish and maintain effective working relationships with others

Operate a variety of office equipment including a computer and assigned software

Meet schedules and time lines

Maintain a variety of records, logs and files

Communicate effectively both orally and in writing

Understand and follow oral and written instructions

Complete work with many interruptions

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years clerical or secretarial experience including some record-keeping or maintaining student records experience

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

Constant interruptions

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information in person or on the telephone

Sitting or standing for extended periods of time

Seeing to read a variety of materials

Bending at the waist or kneeling to file materials