

## ORANGE UNIFIED SCHOOL DISTRICT

### ATTENDANCE TECHNICIAN II

#### DEFINITION

Under general supervision, performs specialized and technical financial duties in attendance accounting; confers with county, district and school site administrators to maintain sound control of a large school district attendance system. The incumbent may meet with support-, administrative-, and other personnel to explain and monitor the fiscal result of attendance procedures; provides lead assistance and instruction to school site attendance staff and performs other related functions as directed.

#### DISTINGUISHING CHARACTERISTICS

This position classification requires expertise in complex attendance accounting record keeping, including interpretation of and changes in state law. The job requires the ability to independently analyze, develop, offer alternative problem solutions, and coordinate implementation of such solutions to related technical issues and concerns. Incumbents are expected to learn or develop systems and procedures as necessary to ensure compliance. The incumbent may attend meetings, working closely with information services and other district departments to resolve attendance reporting issues. Provides in-service training to communicate changes in attendance accounting laws and regulations.

#### 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 class require vision (which may be corrected) to read small print, accurate perceiving of sound, dexterity for working with business machines, materials and objects. Incumbents may be required to work at a video display terminal for prolonged periods.

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

#### ESSENTIAL DUTIES

- Receives reviews and maintains appropriate attendance data and information.
- Compiles a variety of monthly and annual district-wide attendance reports as required.
- Audits and reconciles reports from school attendance offices, including special schools.
- Monitors class size, enrollment and bell schedule compliance with state legislation.
- Assists in compilation and issuance of the annual attendance calendar.
- Provides 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.
- Reviews, analyzes and interprets complex state and federal legislation and regulations to ensure district compliance in attendance reporting.

#### QUALIFICATIONS GUIDE

Knowledge of:

- Principles and practices of school attendance accounting and auditing.
- Legal and procedural reporting requirements.
- 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.

## ORANGE UNIFIED SCHOOL DISTRICT

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- 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; keep supervisor informed.
- Perform technical and specialized attendance functions and activities involving use of independent judgment with accuracy and speed.
- Work under pressure against deadlines when required; plan and schedule work effectively.
- Review, analyze, and interpret attendance reports/documents.
- Interpret and apply legal mandates, policies, regulations, and operational guidelines to complex attendance control processes.
- Comprehend and follow general and technical written and oral instructions, policies and procedures.
- Evaluate and analyze problems, issues and concerns, and recommend appropriate alternative solutions.
- Establish and maintain cooperative working relationships.
- 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 three (3) years of successful, increasingly responsible experience 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 word processing software

#### **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.