

CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: ATTENDANCE TECHNICIAN
CALENDAR: [ATTENDANCE TECHNICIAN ELEMENTARY](#)
[ATTENDANCE TECHNICIAN JUNIOR HIGH FULLTIME](#)
[ATTENDANCE TECHNICIAN JUNIOR HIGH PART TIME](#)
[ATTENDANCE TECHNICIAN HIGH SCHOOL FULLTIME](#)
[ATTENDANCE TECHNICIAN HIGH SCHOOL PART TIME](#)
SALARY: [GRADE 9](#)

Job Goal Independently perform specialized clerical work in coding and recording and maintaining school attendance records

Minimum Qualifications:

- High school diploma or equivalent
- One or more years clerical experience in a school setting preferred
- Ability to type accurately at an acceptable rate of speed
- Ability to operate standard business machines, including computer terminal with word processing
- Ability to compute accurately
- Ability to work cooperatively with parents, students, staff and the general public
- Ability to manage multiple tasks
- Knowledge of and adheres to all policies, regulations and rules
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Check teacher scan sheets daily for absences and record by classifying and coding appropriately
- Answer telephone and counter inquiries from students and parents, and explains school policies and procedures; issues admit slips and passes
- Call parents to notify and verify student absences
- Compile information and prepares District and State absence reports to meet established time lines
- Handle registrations and withdrawals, maintaining appropriate records
- Send for and mail out student records as required
- Input and update information in computer
- Maintains appropriate files, student folders and records
- May request homework assignments for absent students
- May make home visits accompanying peace officer or nurse if required; may testify in court pertaining to absence records
- As a school representative, authorized to sign student withdrawal forms
- Input and update information in the computer
- Perform related duties as requested
- Perform all duties in a safe and prudent manner as directed

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual

- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.