

CODE: 41120
UNIT: WCL
GRADE: 6
FLSA: Non-Exempt

CLASSIFICATION TITLE

School Registration / Attendance Technician

SUMMARY

Maintains student records and performs attendance accounting functions for a TUSD school.

MINIMUM REQUIREMENTS

Speak, read and write in English.

Computer skills (Microsoft office)

Three years of Experience in General Office procedures

OR

Attendance accounting procedures.

Related training or education.

ADDITIONAL QUALIFICATIONS REQUIRED AFTER HIRE:

FBI fingerprint background check required (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Greets visitors and directs them to appropriate office or faculty members.

Screens incoming visitors wanting to see information on students.

Receives telephone calls, transfers calls to appropriate personnel and takes messages.

Receives incoming calls from parents regarding student absences and records on the telephone call log.

Determines need to refer to school nurse.

Enters absences on the student database.

Issues admit notes to students who have excused absences or tardiness.

Reviews attendance recorder folder and checks absences.

Maintains sign-in/sign-out log for student absences.

Tracks and informs Principal of students with high absence rates or perfect attendance.

Prepares and distributes to teachers daily absence verification documentation.

Uses teacher absence verification documentation to determine and make absence corrections.

Inform cafeteria personnel of student lunch count.

Enter data into computer.

Prepares student withdrawal forms and cumulative folder to complete transfer.

Requests, processes and maintains incoming student's cumulative folder from last school.

Determines the students who should be withdrawn for ten or more consecutive days of unexcused absence.

Ensures entries and withdrawals are accurate for Dept. of Education reports by reconciling the Enrollment and Withdrawal Register to the Custom Attendance Summary Report.

Audits enrollment and absence data.

Assists new students with registration.

Determine eligibility to attend school and makes referrals for open enrollment application as needed.

Verifies immunization records, birth certificates and custody/guardianship documents.

Refers student to appropriate department if special education or bilingual testing, or new student screening is needed.

Serves as a resource to school staff, students, the public and parents regarding school procedures and policies.

Develops various reports from student database information.

MARGINAL FUNCTIONS

May disseminate Federal Aid cards to students and ensures cards are forwarded to Finance department.

Assist in Nurse's office in administering medication to students or aiding in minor bruises or cuts according to physician's instructions and with parental approval.

Type correspondence for Principal, Counselor and Assistant Principal.

Input all material on teacher schedules, class schedules, and student schedules for report cards into computer.

May order instructional and office supplies as approved by supervisor.

If qualified, may assist with language translations.

May prepare documents for suspension.

MENTAL TASKS

Communicates. Reads. Comprehends.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Telephone. Copiers. Computer terminals. Fax machines. Manuals.

WORKING CONDITIONS

Indoors. Office environment. Contact with employees, parents and the public.

CONTROL, SUPERVISION

None.

M: JOB41120
New: 3/2000
Revised 11/03, 06/04