

MODESTO CITY SCHOOLS

JOB DESCRIPTION

CHILD WELFARE AND ATTENDANCE TECHNICIAN

DEFINITION:

Under the direction of the Director of Child Welfare and Attendance, perform a variety of duties related to attendance accounting and record-keeping at an assigned school site involving frequent and responsible public contacts; provides technical expertise in the processing of student expulsions according to District policy and state law; coordinates and performs technical clerical functions relating to suspensions and/or expulsions of students within District and legal timelines; and performs a wide variety of secretarial and clerical duties of a complex nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of duties related to attendance accounting and record-keeping involving frequent and responsible public contacts; revise and implement office procedures to ensure accurate and timely attendance activities; process and verify student absence information from parents, teachers and others; operate and maintain the automated attendance calling system on a daily basis to ensure parents are informed of student absences.
- Prepare and maintain required documents for suspensions and expulsions following prescribed District and state legal procedures; schedule and record expulsion hearing meetings; notify participants, set up facility, and notify proper persons for actions taken and/or decisions reached; prepare and record expulsion documents for Board of Education in regard to expulsion hearings.
- Serve as a liaison between students, parents, staff and outside agencies regarding student attendance and discipline and related policies, procedures, rules and regulations; initiate and receive phone calls; receive complaints from students, parents, staff, and community members and initiate a proper course of action; respond to inquiries and provide information; determine and record Findings of Facts of Administrative Panel decisions.
- Distribute, collect, code and process a variety of attendance and other forms required for accurate record-keeping; review forms for accuracy and completeness; duplicate materials as needed; establish and maintain a variety of files and records, ensuring confidentiality of assigned files; maintain Child Welfare and Attendance files for required reports and projects, coordinate work flow to ensure completion of reports/projects according to established timelines.
- Type and distribute reports, agendas, personnel documents, contracts, notices, schedules, requisitions, and other related documents; prepare legal transcripts on expulsion cases that are appealed to the Board of Education; utilize a computer and assigned software system to scan or input attendance documents and related data.
- Establish and maintain automated student records; generate various other computerized reports related to student attendance data; ensure accuracy of input and output data.
- Effectively communicate and maintain cooperative relationships with school personnel as well as students and their families involved in the expulsion process according to District policies and administrative regulations/procedures.
- Refer student attendance issues to appropriate personnel according to established procedures; assist in identifying and resolving student attendance problems.
- Compose and prepare agendas and correspondence from brief verbal instructions or written material.
- Operate a variety of standard office equipment including a computer and assigned software.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years clerical experience including one year maintaining student records.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 35 words per minute.

DESIRED QUALIFICATIONS:

- Knowledge of school operation, policies, regulations and procedures.
- Two (2) years accounting, bookkeeping, clerical, secretarial experience performing general work tasks.
- One (1) year college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

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.
- Operate a variety of standard office equipment including 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.
- Establish and maintain effective working relationships with others.
- 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

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Constant interruptions.

Physical Demands: 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.

- 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, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved:

Unit Approved: 5/10/2002

Board Approved: 5/28/2002

FLSA Status: Non Exempt