

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### SARB TECHNICIAN

---

#### **DEFINITION:**

Under the direction of the Director, Child Welfare and Attendance, perform a wide variety of technical secretarial and clerical functions, of above average difficulty, relating to the School Attendance Review Board (SARB) and the Child Welfare and Attendance Office; prepare, maintain and submit mandated student attendance records and reports in accordance with the California Education Code; train and provide work direction to assigned staff.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of specialized and clerical duties related to preparing and maintaining records, data and files for SARB students; prepare agendas and back-up materials for SARB meetings; schedule hearing dates and notify parents; contact appropriate public and private agencies regarding each SARB student; set up room for SARB meetings, take notes, and record directives.
- Order and maintain inventory of campus security clothing; prepare and distribute list of campus supervisor clothing provided to staff, as requested.
- Assist with typing of intra/inter district permits and alternative education referrals; prepare and distribute reports of permits and referrals, as requested.
- Prepare court documents and file cases of SARB policy violations and directives; assist students in re-enrolling after expulsion; communicate with parents, guardians and caregivers student attendance issues and violations; prepare re-enrollment letters for distribution to school site; file letters of approval in student SARB files.
- Prepare and distribute annual SARB events calendar to District employees and community agencies; prepare and distribute various referrals, forms, logs and reports; distribute and deliver needed reports to school sites;
- Document progress of students referred to SARB to verify fulfillment of SARB directives; provide written and verbal reports to SARB members concerning each student's progress.
- Prepare, maintain and submit mandated reports regarding student attendance and enrollment data in accordance with the California Education Code; review data and process according to established procedures.
- Track attendance for CWA department staff; prepare monthly staff attendance reports and submit to Payroll Department; calculate and prepare mileage sheets for attendance liaisons; maintain a variety of files and records such as budgets, mileage, attendance, payroll, vacation time, and sick leave for office staff.
- Create, type, and maintain office and school site Child Welfare and Attendance forms; distribute appropriate forms to school sites; assist with typing of intra/inter-district permits, alternative education referrals, and compiling of year-end reports.
- Operate a variety of office equipment including a computer, scanner and a copier.
- Monitor inventory to maintain an adequate resource of office supplies for the Child Welfare and Attendance Office; order and maintain inventory of attendance supplies for junior high, high schools, Regional Occupational Programs and related programs and services.
- Attend a variety of meetings and workshops as assigned.
- Train and provide work direction and guidance to assigned staff, student aides and others as assigned.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to: graduation from high school and one year of increasingly responsible clerical, accounting, bookkeeping or secretarial experience involving public contact and record management.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 50 words per minute.

**DESIRED QUALIFICATIONS:**

- Two years accounting, bookkeeping, clerical, secretarial experience performing general work tasks.
- One year college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

Knowledge of:

- Modern office practices, procedures and equipment.
- Methods, procedures, policies and terminology used in accounting for student attendance enrollment.
- Laws, rules and regulations related to assigned activities.
- Report preparation and record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of office equipment including a computer.
- Principles of training and providing work direction to others.

Ability to:

- Perform a variety of specialized and responsible clerical duties related to the attendance function at an assigned school site.
- Read, interpret, apply and explain laws, rules, and policies related to assigned activities.
- Plan and organize work.
- Prepare mandated attendance reports and maintain a variety of records and files.
- Answer telephones and greet the public courteously.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Complete work with many interruptions.
- Train and provide work direction to others.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Outdoor 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**

DRAFT