



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	Senior High School Technician I	<b>Department:</b>	School Site
<b>Reports to:</b>	Site Administrator	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>	TBD	<b>Work year:</b>	10 Month
<b>Revision(s):</b>		<b>Salary Range</b>	18

### **DEFINITION:**

Under the direction of an administrator, provide accurate accounting of student enrollment and attendance at a secondary school in accordance with the provisions of the California Education Code; communicate with staff, students, and parents concerning student attendance.

### **QUALIFICATIONS:**

#### **Education:**

High school equivalent

#### **Experience:**

Record keeping, office procedures, and two years of clerical experience

Preferably one year in a school setting

#### **License and/or other qualifications:**

None

#### **Knowledge and Abilities:**

##### **Knowledge of:**

- Oral and written communication skills
- Current office practices, equipment and technology
- Basic math
- Record keeping techniques
- Student data information systems

##### **Ability to:**

- Maintain an accurate attendance accounting system
- Compile statistical data quickly and accurately
- Establish and maintain an effective relationship with students and adults in person and on the phone
- Maintain confidentiality of information
- Learn to interpret attendance laws and school policies
- Operate current office equipment and software programs
- Plan and organize work
- Compile and produce reports
- Work with limited supervision
- Train and supervise students

## **ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Account for daily attendance of all enrolled students by making and receiving calls or notes of student absence information from parents and teachers, issuing excuses to students to be absent from classes and issuing admittance slips allowing students to return to classes.
2. Enter all attendance into the computer system daily.
3. Generate and distribute attendance reports as required; reconcile and adjust attendance reports before submitting them to the district office.
4. May generate and distribute enrollment reports as required.
5. Provide student attendance information to staff, parents, and authorities as requested.
6. Prepare and maintain student enrollment, attendance reports, records, and files; maintain student class schedule files.
7. Provide work direction for clerical assistants; train and supervisor student assistants; supervise students when assigned.
8. Provide clerical assistance to administrators as requested; assist students, staff and visitors at the counter.
9. Prepare and distribute daily absence reports after collecting absence lists from teachers.
10. Refer serious attendance problems to administrators for follow up; prepare student information reports for administrators or the district.

## **ESSENTIAL JOB FUNCTIONS – RECEPTIONIST:**

1. Greet and direct visitors that present to the office including students, staff, and visitors.
2. Answer and place phone calls, take messages, and provide general school information.
3. Sign for deliveries and check-in packages. Receive and sort mail.
4. Process facility requests and schedule facility use.
5. Schedule conference rooms, sporting events, school activities, and make appointments.
6. Update the school phone tree.
7. Order buses and supplies. Maintain office equipment and schedule repairs or replacement.
8. Provide clerical support to office personnel.
9. Process work permits for students and enter data into the computer system.
10. Update and maintain files, documents, and forms.
11. Place orders to the duplicating department.

## **MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Perform related duties within the scope of the job description.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PHYSICAL DEMANDS:**

Performance of the essential job functions involves typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)		X			
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing	X				
Kneeling	X				
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

**LIFTING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**CARRYING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**NOTE:**

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.