

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Administrator-Student Services/Instruction, provides leadership and technical assistance to classified personnel involved with the day-to-day attendance and average daily attendance (ADA) record keeping procedures, as well as technical consulting services to administrative personnel who oversee attendance procedures.

STATEMENT OF TYPICAL DUTIES:

- a. Provides leadership and technical assistance to classified personnel involved with day-to-day attendance and average daily attendance record keeping procedures. **E**
- b. Provides technical consulting services to administrative personnel and staff. **E**
- c. Demonstrates procedures of all attendance/ADA functions. **E**
- d. Assists site personnel with implementing procedures to ensure accuracy in gathering and reporting attendance information. **E**
- e. Gathers and consolidates ADA information and prepare state ADA. **E**
- f. Prepares a variety of reports for use by administrative personnel in the analysis and projection of attendance trends. **E**
- g. Maintains and safeguards documentation necessary to substantiate amounts claimed. **E**
- h. Assists classified and certificated personnel in the selection of available reports and writing queries for custom reports. **E**
- i. Serves as liaison between site personnel and district MIS department. **E**
- j. Schedules and chairs regular meetings of site attendance/ADA personnel. **E**
- k. Interprets district attendance/ADA needs to software manufacturer/developer. **E**
- l. Develops procedural manuals for site and district level attendance accounting problems; prepares desk procedures for ADA-related personnel. **E**
- m. Performs other related tasks and assumes responsibilities as may be assigned by proper authority. **E**

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures, and equipment.
- Operation of compatible personal computers.
- District organization, operations, policies, and objectives.
- Verbal and written communications skills.
- Applicable sections of State Education Codes and other federal, State, County and District laws, policies, rules, and regulations; specifically, school attendance laws and regulations.
- Technical aspects of field of specialty.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Record keeping techniques.

Ability to:

- Operate compatible personal computers; use complex relational database systems.
- Write complex database queries and write directions for technical procedures for use by inexperienced personnel.
- Trace problems to their source and devise solutions.
- Learn, use, instruct others in the use of School Information System (SIS) functions related to attendance.
- Apply record keeping principles to the maintenance of attendance accounting records.
- Learn office policies, rules, and practices.
- Read, write, speak and understand English; follow verbal and written directions.
- Type accurately at an acceptable rate of speed.
- Meet schedules and timelines.
- Plan and organize work.

- Work confidentially with discretion; work independently with minimal supervision.
- Communicate effectively both verbally and in writing with management, technical staff, outside agencies, and auditors on all matters related to district attendance.
- Analyze situations accurately; adopt an effective course of action or improve procedures.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of education in computer applications and experience with related data bases in a complex public or private sector; experience with California ADA negative/positive attendance accounting procedures and Current SIS student record keeping system are desirable.

LICENSE AND OTHER REQUIREMENTS:

Possession of valid California driver's license; proof of insurance as required by California Department of Motor Vehicles. Must supply own transportation.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

District office and school site environment.