



ATTENDANCE SPECIALIST

Revision Date: 06/24/20

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Director of Learning Support Services, 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 ESSENTIAL DUTIES:

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

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.

WORK YEAR:

Classified Employee (12 Months-8 Hours) Work Year

EXPERIENCE:

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.

LICENSES AND OTHER

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

REQUIREMENTS:

SALARY:

Classified Employee (12 Months-8 Hours) Salary Schedule

BENEFITS:

Medical (employee contribution), 100% dental, vision and life insurance

PHYSICAL

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.

CHARACTERISTICS:

WORKING CONDITIONS:

District office and school site environment.