

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### ATTENDANCE ANALYST

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#### **DEFINITION:**

Under the direction of the Senior Director-Business Services, perform a variety of highly responsible reporting functions related to the processing and preparation of attendance reports for Modesto City Schools, Stanislaus County Office of Education and the State of California; monitor and provide work direction to assigned attendance personnel.

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

- Perform various highly responsible reporting functions related to the processing and preparation of attendance reports for Modesto City Schools, Stanislaus County Office of Education and the State of California; review attendance records and reports for compliance with applicable laws, codes, rules and regulations.
- Provide training and work direction to assigned attendance personnel; visit District sites as needed and perform audits of related attendance information according to established procedures.
- Set and coordinate timelines for gathering attendance related reports from school sites; ensure accuracy of input data and related reports from school sites.
- Input attendance and a variety of other data into an assigned computer system; maintain automated records and reports; create queries and generate a variety of computerized lists and reports; compile school site and program attendance data and prepare related enrollment reports as required by the District, County and State.
- Analyze cumulative student attendance and student enrollment trends for the District; assist with providing projected enrollment numbers as requested for budgeting and planning purposes.
- Develop statistical reporting procedures and methods; compile and verify required reports for submission to County, State, and Federal reporting agencies including SACS software ADA forms.
- Review school site attendance practices and procedures and make recommendations for improvements and changes as appropriate.
- Assist Information Systems personnel with planning and implementing training sessions regarding the student attendance system and related procedures and policies; assist Information Systems personnel with identifying and making changes to the District's student attendance system.
- Prepare monthly attendance, enrollment and specialized reports for Cabinet, Program Directors and Site Administrators to assist with maintaining staffing requirements according to related laws and program requirements.
- Serve as a member of the Calendar Committee and Enrollment Committee as assigned; provide recommendations to assigned committees based on attendance laws and regulations and suggest resolutions to related attendance and enrollment issues; confirm annual instructional minute requirements.
- Maintain current knowledge of related Educational Codes, policies, rules and procedures related to attendance accounting.
- Prepare and maintain site calendars in an assigned system including bell schedules to ensure compliance with Annual Instructional Minutes.
- Communicate with various personnel, school sites and outside agencies to exchange information, coordinate activities and resolve issues or concerns; confer regularly with teachers, site personnel and administrators to verify accuracy and consistency of attendance procedures.
- Operate a variety of standard office equipment including computer and assigned software; drive a vehicle to conduct work as assigned by the position.
- Attend and participate in various meetings and trainings related to assigned activities as required.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:****Education and Experience:**

- Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience involving frequent public contact and increasingly responsible experience in performing student attendance accounting work.

**Licenses and other Requirements**

- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

**DESIRED QUALIFICATIONS:**

- Associate's degree in accounting, business administration or related field.

**Knowledge of:**

- Organizational attendance policies, procedures, terminology and attendance accounting methods.
- Modern office practices, procedures and equipment.
- Applicable laws, codes, regulations policies and procedures.
- Record-keeping techniques.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a variety of standard office equipment including computer and assigned software.
- Methods of collecting and organizing data and information.

**Ability to:**

- Perform a variety of responsible duties in support of student attendance reporting functions.
- Prepare, maintain and account for a variety of records and reports in accordance with established rules and regulations.
- Assure smooth and efficient office operations.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and time lines.
- Compile, assemble, verify and prepare data for records and reports.
- Complete work with many interruptions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

**WORKING CONDITIONS:****Work Environment:**

- Indoor/Office environment.

- Constant interruptions.
- Drive a vehicle to conduct work as assigned by the position.

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.
- Reaching overhead, above the shoulders and horizontally to retrieve files and materials.
- Lifting and carrying light objects.

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: 1/12/16**

**Unit Approved: 2/17/16**

**Board Approved: 2/29/16**

**FLSA Status: Non Exempt**