

MODESTO CITY SCHOOLS

JOB DESCRIPTION

ATTENDANCE SPECIALIST

DEFINITION:

Under the direction of the Senior Director of Business Services, perform a variety of duties related to attendance accounting and record-keeping for assigned student programs involving frequent and responsible public and internal contacts; prepare, maintain and account for attendance records and reports for submittal to District, County and State agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of duties related to attendance accounting and record-keeping for assigned student programs; coordinate submission dates and procedures of school site attendance reports; review and verify completeness and accuracy of attendance reports; notify school sites of needed corrections; process complete and accurate final attendance reports; implement office procedures to ensure accurate and timely attendance activities.
- Assist in setting timelines for gathering attendance and related reports; collect, compile and ensure accuracy of school site attendance data; notify school sites of needed corrections; prepare monthly attendance, cumulative enrollment and specialized reports for District, County and State; prepare monthly attendance and enrollment reports for use by Cabinet and District and Site Administrators.
- Prepare, input, maintain and account for attendance records and reports for submittal to local and State agencies according to established time lines; review attendance records and reports for accuracy, completeness and compliance with applicable laws, codes, rules and regulations; scan and duplicate materials as needed.
- Serve as resource to sites and District staff and provide guidance and assistance on attendance records, data collection and systems as needed; provide training to staff in attendance procedures, data collection policies and guidelines; confer with site staff on changes to attendance policies, auditing procedures and necessary forms.
- Serve as resource for Cabinet, District and Site Administrators in attendance and enrollment issues; make recommendations regarding attendance and enrollment issues; serve as alternate on Calendar and Enrollment Committees; monitor school sites for compliance with effective school site attendance practices and procedures; provide school sites recommendations and direction for improvement.
- Collaborate with Information Systems staff in maintaining and updating District attendance tracking requirements and changes; partner with Information Systems staff to plan and implement staff training in attendance reporting and tracking systems; provide training to school personnel on all attendance procedures and policies; consult with attendance staff with changes to practices, forms, procedures and requirements.
- Provide consistent audit of registers and other attendance reports for completeness, accuracy and legality; assist in preparing monthly attendance, enrollment and specialized reports for Cabinet, District and Site Administrators as requested; provide recommendations to attendance and enrollment issues; respond to questions from independent auditors regarding attendance, enrollment and students' revenue limit types as assigned.
- Serve as a liaison between students, parents, and staff and outside agencies regarding student attendance and related policies, procedures, rules and regulations; initiate and receive phone calls; take and relay messages; respond to inquiries and provide information; interpret attendance accounting laws, rules and regulations.
- Operate a variety of standard office equipment including computer and assigned software.
- Perform a variety of clerical duties such as typing, composing and distributing correspondence, and duplicating materials as assigned; drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:**Education and Experience:**

- Any combination equivalent to: graduation from high school supplemented by college level course work in business or related field and three years clerical experience including work with accounting, attendance and student record-keeping functions.

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.

Knowledge of:

- Attendance laws, policies, procedures, terminology and attendance accounting methods.
- General educational accounting principles and procedures.
- Calendaring, scheduling and meeting programs and software.
- Applicable laws, codes, regulations policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Data control procedures and data entry operations.
- Telephone techniques and etiquette.
- Operation of a variety of standard office equipment including computer and assigned software.

Ability to:

- Perform a variety of duties related to attendance accounting and record-keeping for assigned student programs involving frequent and responsible public and internal contacts.
- Prepare, maintain and account for attendance records and reports for submittal to District, County and State agencies.
- Serve as a liaison between students, parents, and staff and outside agencies regarding student attendance.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Answer telephones courteously.
- Establish and maintain effective working relationships with others.
- Meet schedules and timelines.
- Maintain a variety of records, logs and files.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Complete work with many interruptions.

WORKING CONDITIONS:**Work Environment:**

- Office environment.
- Constant interruptions.

- Drive to conduct work.

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: 11/30/15

Unit Approved: 1/27/16

Board Approved: 2/9/16

FLSA Status: Non Exempt