

ATTENDANCE SPECIALIST

DEFINITION

Under the direction of the Principal, or administrative designee, the Attendance Specialist will prepare, maintain and account for Average Daily Attendance and other attendance records and reports for a comprehensive high school in accordance with established rules and regulations; analyze and process a variety of data; communicate with staff, students, and parents concerning student attendance; provide work direction to assigned clerical staff; and perform other related duties as assigned and/or required.

ESSENTIAL DUTIES

- prepares, maintains, and accounts for Average Daily Attendance and other attendance records and reports
- assures accurate accountability for student attendance
- serves as a lead in the attendance office; trains and provides work direction to assigned staff
- aids in the planning of programs designed to ensure compliance with the legal mandates concerning student attendance
- develops, edits, organizes, and distributes informational material regarding student attendance issues, problems and concerns
- aids in the planning, organization, development, and implementation of guidelines and procedures to inform parents and legal guardians pertaining to student attendance and truancy matters
- responds to requests for attendance information from various social service agencies
- confers, advises, and counsels District personnel, parents and legal guardians regarding various student attendance problems, issues and concerns, and attempts to aid them in determining alternative solutions to their problems
- assists in the planning, development, and maintenance of policies and regulations pertaining to the School Attendance Review Board (SARB) guidelines and related materials

QUALIFICATIONS

Knowledge of: Practices, methods, trends, strategies, and techniques pertaining to student attendance programs; methods, procedures, and techniques of organization and planning; practices, procedures, and techniques pertaining to automated student attendance record management, storage and retrieval systems; legal mandates, policies, regulations, and operational procedures and guidelines pertaining to student attendance programs.

Ability to: Effectively and efficiently plan, organize, and coordinate student attendance and record management programs; plan, organize, and implement student attendance functions and activities; analyze, review, and compile comprehensive student attendance related reports; communicate effectively in oral and written form; effectively operate a micro-computer and use appropriate software applications; understand and follow oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: One year of responsible student attendance experience; experience or coursework in organization, office practices, supervision, data entry, or a closely related field or training is desirable.

Education: Verification of a High School diploma, a GED certificate, or a higher degree.

License Requirement: Possession of a valid California Motor Vehicle Operator=s License.

Condition of Employment: Insurability by the District=s liability insurance carrier.