

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ATTENDANCE SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Site Administrator as designated, coordinate and perform a variety of technical duties related to attendance accounting and record-keeping for the high school, continuation high school and other assigned programs; perform frequent and responsible public contacts; prepare, maintain and account for Average Daily Attendance (ADA) and other attendance records and reports for submittal.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Coordinate and perform a variety of technical duties related to attendance accounting and record-keeping for the assigned high school, continuation high school and assigned programs; perform frequent and responsible public contacts; ensure accurate and timely attendance activities.

Prepare, maintain and account for daily, weekly, monthly and annual ADA and other attendance records and reports for submittal according to established time lines; review master absences report for accuracy and compliance with applicable laws, codes, rules and regulations; notify school sites of discrepancies; ensure proper reconciliation of daily attendance files.

Serve as a liaison between students, parents/guardians, staff, and outside agencies regarding student attendance and related policies, procedures, rules and regulations; initiate and receive phone calls; respond to inquiries and provide information.

Utilize a computer and assigned software system to input attendance documents and related data; establish and maintain automated student records; generate ADA and various other computerized reports related to student attendance data.

Process and verify student absence information from parents/guardians, teachers and others; create groups for clearing attendance and/or passes that need to be delivered; operate and maintain the automated attendance calling system on a daily basis to ensure parents/guardians are informed of student absences; prepare and receive signed truancy letters for parents/guardians and verify signatures; clear absences as appropriate; input and verify clearances for field trips, sporting events and other school activities; notify teachers of missing attendance reports.

Assist students, staff and visitors in the attendance office; take and relay messages to and from parents/guardians and students; call students to the office for pick up or other matters as requested by parents/guardians; request homework for ill or suspended students; respond to e-mails; issue admittance forms to students who are late or returning after an absence.

Refer student attendance issues to appropriate personnel according to established procedures as assigned by the position; identify and resolve student attendance problems; prepare and send

Saturday school attendance notification letters, School Attendance Review Board (SARB), and other documents as appropriate; prepare related reports; review truancy reports to select students qualifying for a SARB hearing.

Complete student's attendance verification forms for social services, housing, social security and other agencies as assigned by the position.

Operate a variety of office equipment including a scanner, calculator, copier, fax machine, computer and assigned software.

**OTHER DUTIES:**

Perform related duties as assigned.

Provide work direction to students, assistants and volunteers as assigned.

Some incumbents in the classification may be required to speak, read and write in a designated second language.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Attendance policies, procedures, terminology and attendance accounting methods.

Applicable laws, codes, regulations policies and procedures.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Proper 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 computer and assigned software.

**ABILITY TO:**

Coordinate and perform a variety of technical duties related to attendance accounting and record-keeping for the high school, continuation high school and assigned programs involving frequent and responsible public contacts.

Prepare, maintain and account for ADA and other attendance records and reports for submittal.

Serve as a liaison between students, parents/guardians, staff and outside agencies regarding student attendance.

Verify excused and unexcused absences.

Apply and explain applicable laws, codes, rules and regulations.

Answer telephones and greet the public courteously.

Type at an acceptable rate of speed.

Establish and maintain effective working relationships with others.

Operate a variety of office equipment including a computer and assigned software.

Meet schedules and time lines.

Prepare and maintain a variety of records, logs and files.

Communicate effectively both orally and in writing.

Work with many interruptions.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or its equivalent and three years of attendance accounting experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

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.

Ability to see to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

FINAL 4-7-2014