

ATTENDANCE SPECIALIST

Purpose Statement

The job of Attendance Specialist was established for the purpose/s of ensuring accurate attendance accounting within the District; resolving attendance-related issues; ensuring compliance with state reporting and documenting requirements; conveying attendance-related information to appropriate parties; and providing general clerical support, information and/or direction as may be requested at assigned school site.

This job reports to School Office Manager-Secondary, and/or Administrative Manager-HS, or Principal

Essential Functions

- Assists absent office staff (e.g. cover for school nurse, other office members, etc.) for the purpose of ensuring the effective functioning of assigned area and the provision of required services.
- Attends various activities, as requested, (e.g. in-service trainings, staff meetings, workshops, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Communicates with a wide variety of individuals (e.g. students, teachers, parents, staff, county administration, government agencies, other districts, courts, law enforcement, etc.) for the purpose of providing information, resolving problems, coordinating activities and processes.
- Greets the public (e.g. welcoming, directing, referring and/or diffusing hostile situations, etc.) for the purpose of providing excellent customer service.
- Maintains documents, files and records, both manual and electronic, (e.g. discipline, attendance, teacher leave time, timecards, state reports, district ten-day drops, parking permits, required sports forms for students, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Oversees student workers for the purpose of guiding and monitoring their activities, maximizing their efficiency and meeting work requirements.
- Performs student monitoring duties (e.g. lunch detentions, after-school, etc.) for the purpose of providing supervision of students during activity.
- Photographs students for the purpose of providing students with school picture I.D.
- Prepares a variety of written materials (e.g. attendance reports, field trip lists, passes, memos, letters, activity attendance, teacher leave time, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. mail, discipline records, transcripts, transfers, fire alarm record, etc.) for the purpose of disseminating information to appropriate parties.
- Procures homework assignments from teachers for absent students for the purpose of meeting student needs and district requirements.
- Receives payments from students (e.g. fees, fines, lunch monies, including free and reduced applications, activity tickets, parking passes, etc.) for the purpose of accurately tracking and documenting required student payments.
- Researches discrepancies of attendance information and/or documentation (e.g. verification of forgeries, truanancies, absence notes, passes, etc.) for the purpose of ensuring accuracy of attendance records, adherence to procedures, and compliance with state laws governing attendance .
- Responds to inquiries from a variety of persons (e.g. parents, students, district staff, public agency representatives, community organizations, etc.) for the purpose of providing required information and/or direction.

- Schedules meetings, as needed, for the purpose of providing information, resolving problems, and coordinating activities and processes.
- Secures substitute teachers for planned and unplanned absences (e.g. AESOP system, etc.) for the purpose of ensuring all classes are covered by a certified teacher or a qualified substitute teacher.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes, regulations and laws related to student attendance; principals, methods and procedures used in planning, coordinating and standardizing reporting systems; principles of business letter writing; word processing methods, techniques, and programs including spreadsheet and data base applications; and standard office procedures, including business telephone etiquette.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working with detailed information/data and meeting deadlines and schedules; communicating with diverse groups; working with frequent interruptions; setting priorities and working under minimal supervision; maintaining confidentiality; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 10% walking, and 30% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Non Exempt

Classified 44

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____