

Attendance Technician

Purpose Statement

The job of Attendance Technician is done for the purpose of providing support to the educational process with specific responsibilities for performing advanced and highly complex duties; ensuring accurate attendance accounting within the District; resolving attendance related issues; ensuring compliance with state reporting and documenting requirements; preparing and submitting reports for local, County, State and other ADA purposes.

This job reports to Assigned Supervisor

Essential Functions

- Assists in developing and implementing long-and short-range plans and activities for student attendance accounting for the purpose of supporting activities necessary to perform job functions.
- Calculates and verifies school-by-school adherence to the State's instructional minutes requirements (e.g. creates and provides instructional minutes template for all school site and audits, etc.) for the purpose of ensuring instructional minute compliance and safeguarding district funding.
- Compiles the Average Daily Attendance (ADA) Report district-wide for the purpose of making corrections as needed, monitoring all reporting information, and ensuring compliance with established guidelines.
- Conducts internal audits of attendance record keeping for the purpose of reviewing the processes, challenges and duties of site staff.
- Gathers student enrollment and attendance information for the purpose of preparing and submitting reports for local, State and other ADA purposes, composing and preparing correspondence to District staff concerning student attendance and records as needed.
- Monitors and reports class size averages for the purpose of ensuring compliance with contractual and statutory requirements.
- Organizes District-wide student attendance accounting policies, processes and procedures (e.g. Attendance Reference Guide, Independent Study Quick Reference, etc.) for the purpose of conveying information regarding district attendance practices.
- Performs a variety of related technical duties including maintaining student attendance records; preparing reports and providing other materials for District administrators and others stakeholders for the purpose of providing information and documentation as needed.
- Provides employees with the processes and procedures related to attendance accounting and assists in formulating districtwide polices and procedures for the purpose of ensuring compliance with student attendance accounting.
- Receives and processes student attendance accumulation corrections according to established procedures and time lines (e.g. processes prior period adjustments, corrects student attendance records, etc.) for the purpose of ensuring accurate reporting.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Responds to questions regarding student attendance accounting (e.g. bell schedules, instructional minutes, etc.) for the purpose of providing information and/or directions as needed.

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 single, technical 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 technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: oral and written English communication skills; concepts of grammar and punctuation; state, federal and local codes, regulations & laws related to student attendance; District student attendance policies, procedures and terminologies; methods and techniques involved in student attendance accounting; telephone etiquette; using tact and good judgement; and compiling and preparing complex reports.

ABILITY is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. 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; meeting deadlines and schedules; communicating with diverse groups of individuals; working with frequent interruptions; setting priorities; working under minimal supervision; maintaining confidentiality; and reading, writing and communicating clearly in English.

Responsibility

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

Work 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 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Four years of experience relating to school attendance accounting; or four years of experience in an advanced and complex position involving accounting or record keeping; college level coursework preferred.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Required

Certificates and Licenses

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range 24

Revised Date