



Fremont Union High School District

Position: Attendance Accounting Specialist

Department/Site:	School Site	Range:	110
Reports to/ Evaluated by:	Assistant Principal	Work Year:	208
		Months:	10

Summary of Basic Functions & Responsibilities

Under the supervision of an Assistant Principal, receives and processes incoming attendance accounting data from teachers, parents, students, administrators, law enforcement, and social services agencies; gathers, reconciles and disseminates attendance information. Trains and provides basic information to additional school staff for support of the Attendance Office. Provides technical assistance and prepares complex attendance reports and information for use by school site administrators and District personnel. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Receives, verifies, and processes incoming attendance data from teachers, parents, students, administrators, and other agencies. Enters attendance data to a student information system using established data entry screens. Maintains records and analyzes attendance data on a period-by-period basis for each student.
- Provides technical assistance to the school site administrators and others concerning school attendance.
- Collects, consolidates, reconciles, and conveys attendance information to school site and District personnel who, in turn, will use the information for internal and external reporting. Runs data queries to locate missing data or errors. Audits other compulsory student data.
- Collects, compiles and maintains in a current condition all emergency forms for the students.
- Coordinates and participates in technical computer operations in the attendance office. Edits and revises data, generates information and reports as requested according to established procedures and time lines. Assists auditors and accounts for data as necessary.
- Communicates with students, parents, faculty, administrators and authorities regarding attendance, discipline, truancy and suspension. Initiates and receives phone calls and notes regarding student absences. Receives and relays messages to students and parents as necessary. Receives phone calls from concerned and irate parents.
- Prepares and maintains a variety of lists, records, and reports regarding student attendance, tardiness, truancy, suspensions and discipline. Reconciles and prepares monthly reports including ADA, Special Education, and submits them to the District business office.
- Completes reporting of positive attendance for supplemental programs.
- Prepares off campus passes and passes to classes for tardiness.
- Processes school related activity clearances such as sports and field trips.
- Refers serious attendance problems according to established procedures. Assists in identifying and resolving problems of students with frequent absenteeism.
- Analyzes a variety of data and processes according to established procedures. Assists in the periodic review of policies and procedures affecting attendance and provides input as necessary to improve automated or manual systems and procedures.

- Operates a variety of office equipment, including a personal computer, printer, voice mail, typewriter, calculator, copier, and autodialer.
- Must demonstrate knowledge of telephone techniques and etiquette.
- Provides a variety of clerical and technical assistance to administrators and other staff as required, including duties performed by a health assistant.
- Trains and may guide the work of other clerical staff, and student assistants.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires in-depth knowledge of District attendance policies, procedures, terminology, and accounting methods.
- The position requires in-depth knowledge of attendance recording and reporting requirements and formats.
- Requires a working knowledge of State and District attendance reporting procedures and regulations.
- Requires a working knowledge of the technical aspects of running an attendance office.
- Requires knowledge of and skill at using computer-aided office productivity software and specialized applications for recording student information.
- Requires sufficient math skills to compile alphanumeric data, statistics, and trends.
- Requires sufficient human relations skill to exercise tact, patience and courtesy when dealing with a diverse customer population, explain policies and technical concepts, and to train others.
- Requires the ability to accurately analyze difficult situations and adopt an effective and consistent course of action.
- Requires the ability to carry out the essential functions of the position.
- Requires the ability to gather and disseminate attendance information, oversee the maintenance of records, and prepare recurring reports consistent with defined requirements.
- Requires well-developed skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare professional, correspondence.
- Must be able to interpret and apply District and State policies and Codes that relate to attendance programs.
- Requires the ability work cooperatively with others and to resolve or calm confrontational situations.
- Requires the ability to maintain privacy of student records and information.
- Requires the ability to organize and prioritize work to meet timelines and deadlines.
- Requires the ability to troubleshoot computer application problems associated with attendance and to audit and reconcile attendance information.
- Requires the ability to perform all of the clerical and record keeping duties of the position.
- Must be able to maintain confidentiality of records and information
- Requires good organizational and planning skills in order to meet schedules and timelines
- Requires the ability to explain procedures to other clerical staff.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.

- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position requires a High School diploma and three years of increasingly responsible clerical or record keeping experience.

Licenses & Certificates

- May require a valid driver's license. Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions

- Work is performed in a high school office with continuing disruptions and distractions.