



SECTION 6510  
CATEGORY Non-Instructional Staff  
SUB-CATEGORY Attendance Operations Specialist

**QUALIFICATIONS:**

1. Thorough knowledge of data processing procedures related to attendance record keeping, including report generation and data extraction for purposes of administrative analysis and completing requirements for mandatory state reporting.
2. Familiarity and facility with the district's student information system and ability to report on school, faculty, and student compliance with Board policies related to attendance and data record keeping.
3. Knowledge of computer applications including, but not limited Microsoft Office and Google applications. Ability to manage automated updates between system applications, the student information system, and scanning programs.
4. Ability to troubleshoot routine problems in computer applications and student information system in order to meet school responsibilities for maintaining accurate attendance records.
5. Ability to manage devices for scanning student identification cards in order to record attendance.
6. Exceptional writing, oral, interpersonal, and analytical skills.
7. Knowledge of applicable laws, regulations and procedures.
8. Required criminal history check and proof of US citizenship or legal alien status.
9. Such alternative or additional qualifications as the Superintendent or Board of Education may deem appropriate.

**REPORTING RESPONSIBILITIES**

Attendance Operations Specialist reports to the Principal for school functions and to the Manager of Information Technology for district-wide functions.

**SUPERVISORY RESPONSIBILITY AND AUTHORITY**

The Attendance Operations Specialist shall maintain line and staff authority in accordance with the Board of Education approved district organizational chart.

**JOB GOAL**

The Attendance Operations Specialist is responsible for the daily management of attendance record keeping. Responsibilities include accurate collection of teacher recording of daily and period attendance by students, accurate recording of students who arrive late or leave early for medical or other reasons, and retention of notes and correspondence related to student attendance. At the direction of the Principal, he or she will supervise all tasks related to attendance record keeping in the Attendance Office, including Board policy mandated communications with parents and guardians of students. Other responsibilities include collection and reporting of attendance data for state reporting.



## **TERMS OF EMPLOYMENT**

Twelve-month non-bargaining contract. Eligible for Benefits. District-Wide and Central Office Non-Instructional Personnel.

## **PERSONAL EVALUATION**

Attendance Operations Specialist shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any of the following or combination of the following: Principal, Assistant Principal, or Manager of Information Technology at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

## **PERFORMANCE RESPONSIBILITIES**

### **I. General Responsibilities**

1. Manage data entry, record retention, and update functions related to student attendance.
2. Analyze and resolve daily operational problems with the student attendance system.
3. Manage all attendance functions and personnel related to attendance record keeping at the HS, including the training of additional support staff, report generation on student attendance records for authorized administrators and faculty, compliance with BOE Policies, with a special focus on the student attendance policy as well as the attendance coding process as directed by building principal.
4. Facilitate professional and courteous communication with parents, staff, students, and faculty on all matters related to attendance.
5. Prepare reports on compliance of students and staff in all responsibilities related to accurate and complete attendance record keeping.
6. Apprise building principal of efficiencies and improvements in record keeping and office procedures related to attendance.
7. Assist with implementation of new systems and procedures in complying with school and district responsibilities related to attendance and mandated state reporting.
8. Collaborate with the district truancy officer regarding student absenteeism.
9. Perform other duties and responsibilities incidental to the Attendance Office, or as assigned by the building principal, Manager of Information Technology, or other authorized administrator.

### **I. Other Duties**

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
  - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
  - b. Physical Examination – 3160
  - c. Substance Abuse – 3218
  - d. Electronic Communications between Teaching Staff Members and Students – 3283
  - e. Sexual Harassment – 3362



### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 2018 August 28