

SAN DIEGO COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: ATTENDANCE ACCOUNTING TECHNICIAN

DEFINITION:

Under general direction, collects, compiles, and verifies data pertaining to San Diego County school districts' and charter schools' attendance accounting reports and records; advises school districts and charter schools on attendance accounting methods and regulations.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Utilizes basic computer spreadsheet applications to verify and prepare monthly attendance data from school districts, schools, and classes for State attendance reports.

Audits districts' and charter schools' attendance reports for accuracy and completeness.

Distributes various attendance and enrollment reports to County school districts and charter schools throughout the year.

Submits completed forms to appropriate County and State agencies and departments.

Completes summary reports of school district and charter school annual daily attendance and distributes to consultants, special education coordinators, public offices, schools, County offices, etc., as appropriate.

Consults with and advises school district and charter school personnel on attendance accounting laws, policies and procedures.

Trains staff on the use of related software.

Serves as a resource to staff in troubleshooting related software.

Acts as information resource on matters of attendance, enrollment, and school boundaries for parents, County personnel, and the general public.

Collects and uploads files from SDCOE programs and departments to comply with California Basic Educational Data System (CBEDS) reporting.

Coordinates State-sponsored attendance accounting workshops throughout the year.

Acts as liaison between the State Department of Education and individual school districts and charter schools regarding attendance report filing.

Compiles data to prepare and updates statistical reports.

Develops, prepares, and provides information regarding annual San Diego County recommended school calendar for individual districts and charter schools.

Audits school calendars for compliance with established regulations.

Maintains files relating to school calendars.

Processes emergency waivers for school closures and material decreases.

Supports the Business Services Division by working with the Consultants, Business Advisory Services to monitor receipt of reports and reporting processes to ensure compliance with reporting requirements.

Maintains the Pupil Accounting web pages on the SDCOE website.

Develops and prepares Office of Education bulletins mailed with the distribution of forms.

Creates computerized forms.

Attends meetings as Office of Education representative on matters pertaining to attendance.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Training and experience which demonstrates possession of the knowledge and abilities listed below. A background of progressively responsible assignments in an office support role involving California public school attendance accounting responsibilities is highly desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and local laws, regulations, and procedures pertaining to attendance accounting

Modern office practices and equipment including computers, peripherals and related software

General bookkeeping, data collection and report-writing techniques

ABILITY TO:

Read, assimilate, interpret, and apply complex statutory and procedural materials related to attendance accounting

Accurately maintain complex files and records requiring the use of on-line computerized data systems

Operate a computer, peripherals and related software including word processing, spreadsheet and specialized applications

Compile and verify statistical data

Perform arithmetical computations

Prepare, edit, and proofread correspondence, forms, and reports

Communicate effectively orally and in writing

Clearly explain laws, rules, and regulations regarding attendance accounting to all levels of district personnel and the general public

Make decisions on procedural matters within the scope of established policy

Establish and maintain effective working relationships with those contacted in the course of work

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office environment. Occasionally operate a vehicle to conduct work.

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate equipment; sit and/or stand for extended periods of time; kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies; and lift light objects.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other classifications in the accounting and financial series in that it requires knowledge of attendance accounting laws, regulations, and procedures. The incumbent will serve in an advisory role to school districts and charter schools in areas related to attendance accounting as well as independently collect, compile and verify attendance data, therefore, incumbents must demonstrate proficiency in this area.

Established: September 7, 1990

Revised: 6/05; 11/14; 3/15