

Title:	School Attendance Specialist	Reports To:	Site Administrator	
Department:	School Site	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	200	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Range 34 <input type="checkbox"/> CSEA 860	

DEFINITION

Under general supervision, performs a variety of technical and administrative office support duties in the monitoring, tracking, and reporting of student attendance; contacts parents/guardians to report and verify excused and unexcused absences; provides information and assistance to students, parents/guardians, teachers, and administrators; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned site administrator.

ESSENTIAL FUNCTIONS

- Processes student attendance data at an assigned school; communicates with students and parents/guardians regarding attendance and related issues; makes and receives phone calls, voicemails, and notes regarding student absences; verifies excuses and issues admit and off-campus passes.
- Provides student attendance information to staff, parents/guardians, and authorities as requested; receives phone calls and visits from concerned parents/guardians; explains District policies and State regulations regarding school attendance and enrollment as appropriate.
- Enters attendance data and changes into appropriate student information system; prepares, audits, and maintains reports.
- Coordinates, prepares, and processes contracted study and home/hospital instruction.
- Prepares attendance sheets and teacher and student rosters.
- Maintains student attendance records; issues tardy slips; prepares and distributes student attendance reports and absence lists; calls parents/guardians to verify student absences and

tardies; issues truancy and School Attendance Review Team (SART) letters; inputs student attendance data; answers parents/guardians questions regarding student attendance.

- Schedules and collects documentation for Student Attendance Review Board (SARB) and SART meetings; attends SART and SARB meetings as directed; monitors student contracts.
- Runs attendance reports twice a day and notifies teachers/administrators of missing attendance reports.
- Processes absentee and truancy letters as needed.
- Performs a wide variety of routine office administrative duties to support school site operations.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information; withdraws and transfers students.
- Prepares and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District and/or school policies and procedures in determining completeness of records, reports, and files.
- Answers and screens telephone calls; greets and assists students, parents/guardians, and other visitors and directs to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying policies in response to inquiries and complaints; directs callers to appropriate District staff as necessary.
- Performs related duties as assigned.

For Middle School only:

- Provide input and records necessary to enroll new students; register students; update and file student records; enter a variety of information to automated student records; maintain cum folders; monitor and maintain community service records.
- Receive discipline referrals, suspensions and detentions from teachers; send and file detention/suspension records and input discipline records, grades and report cards.
- Perform secretarial duties for the administrator; independently compose letters, memoranda and other materials.

QUALIFICATIONS

Knowledge of:

- Methods, procedures, and policies used in accounting for student attendance.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Skills to provide a high level of customer service.

Ability to:

- Perform detailed attendance and office support work with accuracy, speed, and minimal supervision.
- Prepare clear, complete, and concise attendance reports.
- Interpret, apply, explain, and ensure compliance with District policies, procedures, and regulations.

- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet deadlines.
- Operate office equipment including computer equipment and specialized software applications programs, including but not limited to Microsoft Office applications.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use discretion, initiative, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive, effective, and respectful working relationships with the school community.
- Maintain confidentiality.
- Type with accuracy at a rate of 45 words per minute (if hired after July 1, 2014).

Education and Experience:

- High School Diploma or equivalent to the completion of the twelfth (12th) grade
- Two (2) years of general office clerical experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Identification Card or Driver’s License by time of appointment.

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	I	Lift/carry 0-10 lbs	F
Twist	O	Lift/carry 11-25 lbs	I
Squat	I	Lift/carry 26-40 lbs	O
Kneel	I	Lift/carry 41-100 lbs	N
Climb	O	Stand	I
Reach above shoulder	I	Walk	I
Grip/Grasp	F	Sit	F
Extend/Flex Neck	O	Drive	O
Use Dominant Hand	F	Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O	Keyboarding/Mouse Work	F
Ability to See	F	Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate to loud noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students, parents/guardians, and/or the public in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.