



## JOB DESCRIPTION

### Attendance and Enrollment Specialist



<b>Reports to:</b>	Executive Director of Student Support Services	<b>Employment Group / Salary Range:</b>	Confidential
<b>Dept:</b>	Student Support Services	<b>FLSA:</b>	Non-exempt
<b>Annual Work Days:</b>	261	<b>Formal Review Date: Board Approval Date:</b>	8/03/23 9/11/23

### PRIMARY FUNCTIONS

Under general supervision, coordinates and performs a variety of attendance and enrollment functions related to student attendance, enrollment and dropout-prevention programs in accordance with District policies as well as county, state and federal laws and regulations; and performs related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Analyzes, maintains and provides ongoing attendance and enrollment documentation, data or reports to District administration, the county and state, including school district trancies/dropouts and state-mandated cost reimbursements.
- Enforces compulsory school attendance laws as provided in the California Education Code and District policies; serves as an advisor to school staff regarding attendance issues; coordinates and implements positive attendance programs.
- Oversees incentive programs for increasing student attendance.
- Monitors all registration paperwork for students including those enrolled through independent study schools or contracted agencies.
- Confers with and provides student information to District administration, prosecuting parents and/or students involved in litigation of school-related attendance issues; advises and works closely with other departments and county agencies (i.e., Stanislaus County Truancy Court) regarding litigation pertaining to District parents and students.
- Consults with parents to obtain information about students; provides information and counsels parents on issues related to school policies, programs, and attendance laws; discusses irregular attendance.
- Organizes and attends District School Attendance Review Board (SARB) meetings and maintains regular contact with school officials to supervise the completion of SARB contracts.
- Provides formal and informal trainings or workshops to District personnel regarding procedures for SART, SARB, intra-district and inter-district transfers, and overflow transfer procedures.

- Monitors student enrollment numbers, recommends placement/transfers of students to ensure alignment of enrollment based on site capacity.
- Provides information and assistance to families regarding enrollment, transfer policies/procedures, and educational options as needed.
- Assists the Executive Director of Student Services with annual reports, program evaluations, presentations and marketing materials; disseminates information as needed; updates websites or links related to assigned programs or departments.
- Operates a computer to access database and spreadsheet records; creates, enters, extracts, arranges and updates data; generates reports, records, lists and summaries from computer database; operates digital imaging equipment, scanner and standard office equipment.
- Serves as a liaison between the District and community stakeholders.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an associate degree program with coursework in human services, child development or business and three years of progressively responsible experience in administrative or accounting support in a K-12 public school district; or an equivalent combination of training and experience.

### **Licenses, Certificates and Other Requirements:**

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.
- Ability to speak and write Spanish is desired.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Principles, practices, concepts, and techniques used in enrollment management and attendance tracking and reporting.
- Transfer requirements and procedures.
- Programs associated with the Student Services Department.
- Modern office practices, procedures and equipment including advanced knowledge of computers and applicable software programs.
- Practices and techniques of sound business communication and report writing, correct English usage, including spelling, grammar and punctuation.

- Customer service practices and telephone etiquette.
- Student records management, recordkeeping and filing.
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies and procedures.
- Basic research methods and statistical analysis techniques.
- Safety policies and safe work practices applicable to the assignment.

**Skills and Abilities to:**

- Implement and oversee the strategic plan for improving student attendance.
- Communicate information accurately and effectively; comprehend requests for information or assistance; maintain a courteous and tactful manner when under pressure or in antagonistic situations.
- Compose clear, concise and comprehensive correspondence, reports, presentations and other written materials from brief instructions.
- Track and report statistical information utilizing complex spreadsheets and databases.
- Maintain current knowledge of applicable District policies, rules and procedural guidelines and federal and state laws and regulations; review existing and pending legislation related to assigned duties.
- Analyze specific attendance and enrollment issues, evaluate alternatives, apply policy and legal requirements and develop sound, fact-based courses of action.
- Interpret and explain complex attendance policies and procedures.
- Liaison effectively on behalf of the District with parents, guardians and students.
- Maintain accurate attendance and enrollment records.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software including purchasing and accounting software and systems.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

**WORKING ENVIRONMENT**

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

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

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*Name Printed*