



JOB DESCRIPTION

Position Code: 493
Bargaining Group: CSEA
Salary Range: 32
Work Calendar: 260
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POSITION TITLE: Attendance Accounting and Data Technician

DEFINITION: Under general direction, receives and audits incoming attendance accounting data. Provides technical assistance and prepares complex attendance reports and information for use by school site administrators, District personnel and State agencies. Consolidates and ensures that school site attendance data maximizes reimbursement for the District. Interprets District and State policies and Codes that relate to attendance programs. Provides technical support and assistance to school sites and district staff in the use of the district's student information system; ~~maintains~~ reviews data stored in various student records systems to support the educational process; produces a variety of reports and assures accuracy and timely submission of student data; assists in developing training materials for district student information system end-users.

DIRECTLY RESPONSIBLE TO: Chief Financial Officer (or Manager, Business Support Service)

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Coordinates attendance and reporting as well as the integrity of student data District-wide.
2. Interact with District staff and school site administrators and staff to verify accurate attendance accounting.
3. Serves as a technical advisor to provide support, training, and assistance to student information system's clerks and escalates more complex issues to appropriate technology personnel for resolution.
4. Prepare and analyze all elements of SIS track calendars for all attendance tracks to ensure compliance with state requirements.
5. Perform auditing duties related to bell schedules and notify principals of all data discrepancies, omissions, contradictions and/or bell schedules that cause noncompliance with state daily and annual instructional minute requirements.
6. Receives and verifies/resolves incoming attendance data from school sites and outside agencies.
7. Reviews records and analyzes attendance data monthly for each school site.
8. Provides technical assistance to the Director, principals at school sites, and others concerning school attendance and student data systems.
9. Advises staff on system queries, compiles information, and generates a variety of reports and disseminates reports to applicable district staff.
10. Reviews and verifies the accuracy of completed work including forms, correspondence and various student documents for completeness and compliance with applicable laws, codes, regulations, and procedures.
11. Interprets and applies appropriate State and District rules and regulations related to attendance recording and reporting.
12. Collects, consolidates, reconciles, and conveys attendance information for internal and external reporting. Runs data queries to locate missing data or errors.
13. Assures the accuracy and timely submission of student data reporting to applicable state agencies.
14. Provides training to, and supports, school site and district end-users in the use of district

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student information system and data entry of various student records.

15. Assists in the development of and maintenance of school-site user manuals and other related training materials and makes recommendations regarding operating procedures and applicable forms.
16. Works with other departments, school sites and district staff to collaborate, problem solve, implement, and analyze student information.
17. Maintains a variety of records and files for assigned areas of responsibility.
18. Attends meetings, conferences, and workshops related to areas of responsibility, as assigned, or required.
19. Performs other duties as assigned.

QUALIFICATIONS:

Education and Experience:

Two years of experience and demonstrated ability to perform job duties related to public school attendance accounting.

Licenses and Certifications:

Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license.

Knowledge, Skills, and Abilities:

- Knowledge of District attendance policies, procedures, terminology, and accounting methods.
- Knowledge of attendance recording and reporting requirements and formats.
- Knowledge and skill in the use of computers and assorted software programs.
- Knowledge of State and District attendance reporting procedures and regulations.
- Knowledge of interpersonal skills using tact, patience, and courtesy.
- Ability to understand and follow verbal and written instruction.
- Ability to read, interpret, and apply District policies and procedures and State Education Codes.
- Ability to communicate effectively, in technical and non-technical terms, both verbally and in writing with all levels of district staff.
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff.
- Ability to maintain confidentiality of privileged information obtained in the course of work.
- Ability to maintain consistent, punctual, and regular attendance.

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Communicate to exchange information both in person, in small groups and/or on the telephone.
- Inspect documents and other written materials with fine print.
- Move about facilities to conduct work, including walking, sitting or remaining in a stationary position for extended periods of time.

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- Operate office equipment requiring repetitive hand movement and fine coordination.

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 04/15//2009

Revised JD Board Approved Date: 8/13/2024