



Job Description

POSITION TITLE:	Attendance Accounting Supervisor County Operated School and Programs (COSP)	#2463
SALARY PLACEMENT:	Classified/Confidential Salary Schedule Range 5	

SUMMARY OF POSITION:

Under the direction of management personnel, performs advanced and complex attendance accounting duties for County Operated Schools and Programs (COSP); prepares and maintains accurate attendance accounting and enrollment reports; uses independent judgement and problem-solving skills in decision-making processes, in relation to assigned areas of responsibilities; conducts internal attendance accounting audits to ensure compliance and accuracy; keeps accurate records; and assists in all other aspects of Student Services functions; trains staff in a wide variety of student services procedures and systems; has extensive dealings with teachers and administrators. Uses independent judgement and problem-solving skills in relation to assigned areas on responsibility.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a high school diploma or equivalent. General office training or business computer courses, proficiency in word processing, spreadsheet, and database information systems. Four years of varied and progressively responsible experience in K-12 education involving attendance accounting. Experience of a closely related nature may be substituted.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Knowledge of general school attendance laws, enrollment, and guidelines; state and federal reporting requirements; basic statistics; modern office practices and procedures; data processing; proper English usage; and good record-keeping techniques. Proficient in student information system. Experience working in student services for a school district or county offices of education, auditing, compliance, or accounting.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- Federal and State laws, California Education Code, and department policies and procedures relative to student services
- assigned software

Ability to:

- prepare accurate records and reports
- supervise, lead and evaluate staff
- carry out oral and written directions
- support and train staff
- communicate effectively
- learn to interpret, apply, and explain rules, regulations, and policies and procedures
- establish and maintain cooperative working relationships
- operate office equipment
- perform mathematical calculations quickly and accurately

- compile and analyze statistical information and data
- complete assigned tasks in established timelines
- problem-solve
- be flexible and receptive to change

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by San Joaquin County Office of Education (SJCOE) policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Perform advanced attendance accounting duties for COSP school sites.
2. Conduct internal audits of attendance accounting records to ensure complete and accurate attendance accounting data and information.
3. Prepare, assemble, and maintain accurate Average Daily Attendance (ADA) records for COSP school sites.
4. Assist in developing and implementation of ADA quality controls.
5. Assist with ADA projections and analysis.
6. Provide ongoing attendance accounting support to teachers, administrators, and other COSP staff, as needed.
7. Assist in the preparation of state and federal reporting.
8. Complete tasks within the established timelines and reporting periods.
9. Assist in monitoring, identifying, planning, and organizing student information needs.
10. Assist in establishing controls and audit trails within the student information system to ensure completeness and accuracy of data and reports.
11. Maintain strict confidentiality on all job-related matters.
12. Make mathematical calculations with speed and accuracy.
13. Prepare correspondence independently using proper English usage, spelling, grammar, and punctuation.
14. Other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.