

CLASSIFIED JOB DESCRIPTION

ATTENDANCE ACCOUNTING TECHNICIAN

JOB SUMMARY:

Under limited supervision, collects, compiles, and verifies data pertaining to Chula Vista Elementary Schools' attendance accounting reports and records, advises schools on attendance accounting methods and regulations. Acts as resource person for the SMS (Student Management System), attendance procedures and information, establishes procedures and creates forms for attendance accounting and CSR (Class Size Reduction) report data, and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Advises school staff on attendance accounting methods and regulations.
- Verifies/Prepares monthly attendance data from schools.
- Audits schools' attendance, enrollment, and CSR reports.
- Distributes attendance and enrollment reports.
- Submits completed forms to appropriate city, county, state, and federal agencies.
- Instructs school personnel on attendance accounting and CSR procedures.
- Acts as information resource on matters of attendance, enrollment, and CSR averaging.
- Coordinates/Presents District attendance accounting workshops.
- Acts as liaison between the District administration and school attendance personnel.
- Compiles/Updates data for statistical reports.
- Develops school calendars for the SMS database.
- Attends regional meetings.
- Organizes/Prepares federal survey of students.
- Inservices SMS and attendance procedures to new employees.
- Coordinates/Compiles attendance for summer school and alternative programs.
- Establishes and implements procedures for attendance accounting, CSR, and the SMS to meet state regulations.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Training and experience, which demonstrates possession of the skills listed above. A background of progressively responsible assignments in an office support role involving California public school attendance accounting responsibilities is required.
- Ability to read, assimilate, interpret, and apply complex statutory and procedural materials related to attendance accounting; operate a computer keyboard and quickly learn to use business support software; accurately maintain files and records requiring the use of on-line computerized data systems; 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 decisions on procedural matters within the scope of established policy; establish and maintain effective working relationships with those contacted in the course of work.

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- Knowledge of state and local laws, regulations, and procedures pertaining to attendance accounting; modern office practices and equipment; general bookkeeping; basic computer spreadsheet and work processing applications; data collection and report-writing techniques.
- High school diploma or GED required. Training in accounting, public relations, and communication are desirable.

Classified Salary Schedule: Range 38

BOARD APPROVED: 05/20/97

REVISION DATES: 06/18/02

03/07/18

07/16/23

08/09/2023