



Excellence for all.

Job Title: Attendance and Enrollment Specialist

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of the Assistant Superintendent of Administrative Services and/or assigned designee, perform a variety of technical accounting, record-keeping and reporting activities to assure accurate and timely reporting of student attendance and enrollment data for the District; prepare District, County and State enrollment and attendance accounting records and reports; utilize an assigned computer system to maintain automated records and generate a variety of computerized data, reports and documents.

Distinguishing Characteristics:

The Attendance and Enrollment Specialist is distinguished from other clerical classifications by its unique duties. The Attendance and Enrollment Specialist is responsible for student enrollment and state attendance reports, works closely with School Administrative Assistants on student enrollment and attendance procedures, and provides necessary support.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Perform a variety of technical accounting, record-keeping, and reporting activities to assure accurate and timely reporting of District student attendance and enrollment data; assure accurate accounting of student enrollment and attendance data in accordance with established policies and procedures.
- Prepare, maintain, and account for Average Daily Attendance (ADA), Enrollment Summaries, Actual Attendance Report, Monthly Net Enrollment Report, TK-3 Class Size Enrollment and various other District, County and State attendance and enrollment records, reports, and information according to established timelines.
- Utilize an assigned computer system to generate a variety of data, records and reports related to attendance, enrollment and other student data and information; initiate queries, compile information, develop spreadsheets and manipulate data; assure accuracy of input and output data; import data from the student information system and export data to State agencies.
- Input, update, format and retrieve enrollment, attendance accounting and other student data and information in an assigned computer system; establish and maintain automated records and files, and prepare, print, distribute and process a variety of reports related to enrollment, attendance and related data; format and generate a variety of accounting data reports and charts, including District and State mandated reports on student attendance utilizing applicable software for sophisticated presentations of data.
- Audit District attendance and enrollment data to assure accuracy and completeness; compare, review, balance and reconcile attendance and enrollment data, records, reports, and documents; identify, research, and resolve a variety of errors and discrepancies; make needed corrections and adjustments.

- Provide technical support and training to school site personnel; oversee and maintain the District's standardized student enrollment and attendance record-keeping programs; oversee and review work of attendance personnel for compliance with established policies, requirements, and procedures. Assist parents with attendance.
- Research, compile, prepare and revise attendance accounting data and information; calculate, assemble, review, verify, maintain, sort, tabulate, post and account for District student attendance and enrollment data; maintain and update accurate and current records of student's attendance including historical data for use in studies and reports.
- Serve as a technical resource to District personnel concerning student attendance data, records, reports, functions, practices, standards, requirements, and techniques; respond to inquiries and research, analyze, and explain related attendance laws, rules, regulations, accounting formulas, policies, and procedures.
- Distribute, collect, review, process and assure accuracy and completeness of various attendance and enrollment forms, records, and documents, review forms and information for accuracy and completeness; make corrections or request additional information as needed.
- Work with assigned administrators to establish enrollment timeline for student enrollment, school choice, interdistrict and intra-district transfer requests. Distribute and advertise the open enrollment period for registration, receive and process interdistrict forms, school choice and TK forms and notify parents upon approval.
- Receive, sort and review attendance data, document, and reporting requests; develop and maintain project schedules and timelines; distribute and submit reports and documents to appropriate personnel or agency; export attendance data to County Office; download and import data.
- Compose, distribute, and respond to a variety of correspondence; prepare, develop, and generate a variety of forms and operator instructions; interpret and apply formulas dictated by California Education Code in the California School Accounting Manual; develop user manuals used to establish procedures for use of District's student information system for accounting of student enrollment and attendance.
- Communicate with personnel, administrators, and various outside agencies to exchange information and resolve issues or concerns.
- Respond to questions regarding student enrollment and attendance; research and explain California Education Code laws and regulations relating to pupil attendance.
- Operate a variety of office equipment, maintain assigned databases to assure accurate attendance reports and access to enrollment and attendance data.
- Assist and train users in the use of attendance software and related computer systems; assist in coordinating and arranging for attendance accounting and related computer system trainings; provide training and support to staff.
- Attend and participate in various seminars and workshops as directed.
- Work collaboratively with school sites and departments to resolve data anomalies, assist with uploading data to statewide student demographic reporting systems.

Other Duties:

- Perform other duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Student attendance policies, procedures, terminology, and attendance accounting methods.
- Applicable Education Code sections and other related laws, rules, regulations, policies, and procedures.
- Modern office practices, procedures, and equipment.
- Computerized student information systems and related software applications.
- Oral and written communication skills.
- Data control procedures and data entry operations.
- Methods of collecting and organizing data and information.

- Operation of a computer and assigned software.
- Principles and practices of data processing and evaluation.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Perform basic math calculations quickly and accurately.
- Design and produce reports according to user specifications.
- Proofread and identify discrepancies in detailed reports.
- Identify, research, and respond to/resolve errors and issues.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Develop queries and spreadsheets, manipulate data, and compile information.
- Work independently with little direction.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school and four years of increasingly responsible clerical, accounting and/or attendance accounting experience. Successful completion of the Merit examination process is required.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Working Conditions:

Environment: Office environment. Constant interruptions.

Physical Demands/Hazards: Dexterity of hands and fingers to operate a computer keyboard and other office equipment. Seeing to read a variety of materials. Hearing and speaking to exchange information in person and on the telephone. Sitting for extended periods of time. Bending at the waist, kneeling, or crouching to file materials.

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Salary Range: Range 128

Approved by Personnel Commission: July 16, 2010

Revised: Standard Education/Exp language 9/27/17; qualifications & supervision 11/29/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023