Position:	Attendance Liaison	FLSA: Non-exempt
Department:	Financial Services	Salary Grade: 12
Reports to:	Chief Business Official or Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the general supervision of the Chief Business Official or Designee, perform a variety of complex and responsible duties related to the recording and reporting of student enrollment and attendance in accordance with the California Education Code; associated record-keeping; provide technical assistance to school sites and departments; and train and provide work direction to others to assure District and State mandated guidelines are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collect student enrollment and attendance data from school sites and departments.
- Disseminate information through proper channels of authority.
- Prepare and maintain a variety of lists, records and reports regarding student enrollment, attendance, tardiness, truancy, suspension and discipline.
- Interpret and apply appropriate Federal, State, and District rules and regulations related to attendance recording and reporting.
- Provide advice to District staff involved in the gathering, recording, and reporting of enrollment and attendance data. Prepare associated internal reports, county reports ADA/Enrollment, and associated State reports.
- May assist sites in accounting for technical computer operations in the attendance office using the specialized attendance software program. May edit and revise data, generate information and reports as requested according to established time lines.
- Handle phone inquiries and provide routine information to District staff regarding attendance records.
- Maintain archived copies of records and reports related to student attendance reporting.
- Attend and participate in staff meetings, workshops, conferences and classes as required.
- Keep current on new regulations and reporting requirements related to attendance recording and reporting; operate computers and office machines.
- Assist in performing internal attendance audits at school sites.
- Maintain manual for attendance accounting and procedures.
- Communicate with faculty, administrators and authorities regarding attendance, discipline, truancy and suspension. Work with the Student Services Department regarding truancy notices, SARB reporting, and statistical data needed from the specialized attendance software system.
- Consolidate, organize, process, modify and report enrollment and attendance data to satisfy a variety of District, State, and Federal reporting requirements of a complex nature.
- May be required to supervise helpers and assistants as assigned to student attendance information.

- Provide technical assistance to the Principal and/or Assistant Principal and others concerning school attendance.
- Revise and implement office procedures to assure accurate and timely attendance reporting activities.
- Refer serious attendance problems according to established procedures. Assist in identifying students with frequent absenteeism.
- May assist in providing group and personnel training.
- Performs other duties as assigned that support the overall object of the position.

QUALIFICATIONS

Knowledge of:

- Principles, practices and terminology of student information systems, attendance as they apply to California school districts.
- Computer based software programs that support this level of work, including but not limited to, word processing, spreadsheets, data entry into custom data bases and supporting programs.
- Departmental procedures and standing instructions related to work performed.
- Computer operations /data management, and computer-based systems with accompanying applications and peripheral equipment.
- Record keeping, office organization and clerical skills.
- Technical aspects of attendance recording.
- Report writing and record keeping with regard to student enrollment procedures and requirements.
- Office practices, procedures, etiquette and equipment use, including record keeping, filing systems, letter and report writing and telephone.
- Pertinent Federal, State, and local laws, codes and regulations pertaining to student records and attendance.
- Proper English usage: grammar, spelling, punctuation, proofreading/editing; basic mathematical skills.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.

Ability to:

- Act in a professional, cooperative and positive manner.
- Be self-motivated.
- Problem solve.
- Communicate clearly, concisely and effectively in English: speaking, reading and writing, including professional correspondence.
- Communicate and work effectively with staff, parents, community and outside agencies in a manner that reflects positively on the department and district.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Learn, apply and explain policies, procedures, rules, regulations and Education Codes as they relate to student information systems, attendance and enrollment.
- Make sound decisions necessary in the function of the position.
- Maintain the confidentiality and accuracy of student records and information.
- Maintain consistent, punctual and regular attendance.

- Operate a computer and assigned office equipment; use a variety of computer software programs including, but not limited to, word processing, spreadsheets, databases, and management system software.
- Oversee the maintenance of records and reports consistent with defined requirements.
- Plan, prioritize and organize work to meet schedules and timelines.
- Prepare technical reports and specifications.
- Respond to staff, parent/guardian, and community concerns, resolve issues and conflicts and exchange information.
- Review and analyze complex issues, make decisions, develop implementation strategies, and bring plans to completion.
- Travel/drive in a district vehicle (driving personal vehicle optional),as necessary to complete the requirements of the job.
- Type at a minimum rate of 40 words per minute from a clear, legible copy.
- Understand and follow oral and written directions.
- Use tact, patience, and courtesy.
- May work an occasional evening and/or weekend.
- Carry out all aspects of the position professionally.
- Multi-task.

PHYSICAL ABILITIES

This position requires:

- Hand/eye coordination and manual dexterity to keyboard, 10-key, operate a telephone and office business machines.
- Normal physical strength and endurance for standing, sitting, bending, reaching, walking and lifting and carrying of lightweight materials.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.
- Speaking in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone.
- Sufficient hearing to conduct conversations in person and over the telephone.
- Visual acuity and depth perception to read a variety of materials and inspect work in progress.

EDUCATION AND EXPERIENCE

The position requires a High School diploma or equivalent. Three years experience using a student information system and/or with accumulating, compiling, and quantifying student enrollment & attendance data is desired.

LICENSES AND CERTIFICATES

- Valid California Driver's License
- A typing certificate for 40 words per minute.