JOB DESCRIPTION

JOB TITLE: Administrative Software Specialist: Attendance/Student Services

Job Family: Business Services

Range: 60

Job Purpose Statement/s: The primary purpose for the classification of **Administrative Software Specialist: Attendance/Student Services** is to ensure the accuracy and efficiency of student attendance accounting procedures. This classification is distinguished from other specialized accounting classifications by responsibility for general lead supervision of student attendance accounting, training and orientation of personnel, analysis/troubleshooting of software problems, liaison responsibilities between the District and vendors for data services, coordination of joint planning and implementation processes between Business and Technology Services for administrative software/hardware, and related duties as assigned. The classification of Administrative Software Specialist: Attendance/Student Services receives general and direct supervision from the Assistant Superintendent in charge of Business Services or designate.

Essential Job Functions:

- **Trains** and orients new personnel at school site and District offices in the use of administrative software (SASIxp or successor, Blue Bear School Books Accounting Software for Associated Student Body Accounting or successor) used for attendance accounting and other administrative purposes.
- **Evaluates** software problems and effects necessary corrections/repairs as needed; serves as District liaison to data services vendors for software upgrades, training and/or repair as necessary.
- **Provides** and/or oversees the preparation of enrollment reports and combines site reports for distribution to administrative and other staff.
- **Oversees** and participates in the production of numerous reports, including, but not limited to: Annual Apportionment Reports, J-18 and 19, Comparison Reports for Average Daily Attendance as required or requested, Attendance Projection Reports, Study Area Reports, Class Size Reports, Independent Study Contract Reports; prepares data files according to detailed specification used to create labels or preprinted answer sheets for State Testing Assessment Programs.
- **Oversees** and participates in the auditing of all site reports to assure accuracy of student attendance accounting information.
- **Monitors** student attendance databases in order to respond to information requests from school sites or District staff.
- **Maintains** master schedule course files to ensure that identification codes and courses are current.
- **Designs** and creates reports as requested and required through extraction of data from the District administrative software system (SASIxp or successor).

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **May** provide assistance in orientation for employees used in attendance or other accounting functions.

Job Requirements - Qualifications:

- **Experience Required:** Minimum of three (3) years of job related experience in accounting, financial or statistical record maintenance. Minimum of three (3) years of experience in the use of administrative software (SASI, SASI III) used for attendance accounting and other purposes; minimum of three (3) years of experience in the training and orientation of employees in the use of administrative software for attendance and general accounting; minimum of three (3) years of experience in diagnosis and repair of software problems, including job related experience in system configuration and troubleshooting of local area (LAN Network) problems.
- **Skills, Knowledge and/or Abilities Required**:

  Skills: Typing/keyboard accurately at a rate of 40 words per minute; use of computers and accounting applications software, maintenance of records and application of basic accounting practices.

  Knowledge of basic accounting practices, problem solving methodology and modern office methods, correcting, grammar, spelling, vocabulary and accounting terminology.

  Abilities to train and orient personnel in the use of computer platforms and administrative software, sit for prolonged periods, think logically with attention to detail, design and prepare reports. Significant physical abilities include reaching/handling/fingering, talking/hearing, near visual acuity, visual accommodation.
- **Education Required:** Equivalent to the fourteenth (14^{th}) grade, including coursework in accounting information management, computer repair and software applications.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Applicants must pass the District's adopted Proficiency Examination with a satisfactory score. Possession of a valid California Driver's License.

JOB TITLE: Administrative Software Specialist: Attendance/Student Services

Report Identification Code:

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:
NP = Not Present - Does not exist
O = Occasionally - Up to 1/3 of the time
F = Frequently - From 1/3 to 2/3 of the time
C = Constantly - 2/3 or more of the time

1. STRENGTH:

A.

Standing	10%
Walking	10%
Sitting	80%

B.

Lifting	O	25 lbs.
Carrying	O	25 lbs.
Pushing	O	10 lbs.
Pulling	O	10 lbs.

2.

CLIMBING	O
BALANCING	O

3.

STOOPING	O
KNEELING	NP
CROUCHING	O
CRAWLING	NP

4.

REACHING	F
HANDLING	F
FINGERING	F
FEELING	NP

5.

TALKING:	
Ordinary	C
Other	O
HEARING:	
Conversations	C
Other Sounds	O

6.

SEEING	
Acuity, Near	C
Acuity, Far	O
Depth Perception	O
Accommodation	C
Color Vision	NP
Field of Vision	O

7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: 2 3 (4) (5) (6)
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. PHYSICAL DEMAND COMMENTS: Examples of reaching/handling/fingering are reports, telephone, computer keyboard, files; talking/hearing are conversations with students, general public in person and via telephone; seeing are computer screen, bulletin board, reviews reports and records.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: Administrative Software Specialist: Attendance/Student Services

Report Identification Code:

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:
NP = Not Present in the Job Environment
S = Seldom - Under 5% of Work Day
O = Occasionally - Up to 1/3 Time
F = Frequently - From 1/3 to 2/3 Time
C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:
   Inside 90% Outside 10%
2. EXTREME COLD NP
3. EXTREME HEAT NP
4. WET/HUMID NP
5. NOISE (IN DECIBELS)65 decibels
   VIBRATION NP

Comments Regarding "Noise" = General office conversation and equipment

6. HAZARDS:
   Mechanical S
   Explosives NP
   Electrical NP
   Radiant Energy NP
   Burns S
   Other Hazard/s NP

Comments Regarding "Mechanical Hazards" = Copier, opening boxes, stapler
Comments Regarding "Burn Hazards" = Copier

7. ATMOSPHERIC CONDITIONS:
   Fumes S
   Mists NP
   Odors S
   Gases NP
   Dusts S
   Poor Ventilation NP
   Other Atmospheric HazardsNP

Comments Regarding "Fumes" = Copier
Comments Regarding "Odor Exposure" = Copier
Comments Regarding "Dust Exposure" = Paper

8. PROTECTIVE CLOTHING - DEVICES:
9. E. C. SUMMARY: Inside and Outside Work 2 3 4 5 (6) 7 Numbers encircled by () indicate significant involvement of factors enumerated and rated above.