



PERSONNEL COMMISSION

Class Code: 0467
Salary Range: 32 (C1)

ATTENDANCE ACCOUNTING SPECIALIST

JOB SUMMARY

Under general supervision, collect, compile and report student attendance and related data for District enrollment reporting requirements and associated purposes; provide advice and assistance to site personnel on attendance reporting; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Receive and log monthly attendance reports for lower elementary grades listed by class and teacher; record attendance and review for student-teacher ratios; notify schools of ratios that are not within mandated limits; receive, log in and record attendance of other grade levels in schools and programs (e.g. Regional Occupational Program, Independent Study Program and Educational Partnership High School) and calculate average class size to fulfill mandated attendance reporting requirements. **E**
- Prepare and distribute attendance reports to State Department of Education and the County Office of Education; prepare and distribute monthly enrollment reports to the Board of Education, schools and program administrators; collect and record enrollment reports for special programs such as the independent study program, home study and transition classes. **E**
- Collect data and prepare apportionment attendance reports for the State Department of Education to include track calendars, grade levels, special programs, and non-public schools as the consolidated cumulative average daily attendance (ADA). **E**
- Monitor monthly attendance summaries from sites for accuracy; make corrections as needed and notify sites. **E**
- Respond to questions and provide instruction and assistance, including visits to sites, to personnel performing attendance accounting duties; work with information systems personnel in participating in training sessions on the use of the student attendance accounting system; issue bulletins and memoranda to sites in regard to changes in reporting requirements and procedures for student attendance accounting; work closely with information systems personnel on effecting District changes in computerized attendance accounting systems. **E**
- Notify each school of mandated instructional time requirements; verify school instructional schedules and inform schools of changes needed to meet education code requirements. **E**
- Review and keep current on changes in enrollment and attendance requirements and reporting procedures issued by the State Department of Education; confer with County and State Department personnel on interpretation of Education Code provisions covering

attendance and enrollment; analyze legislative proposals regarding attendance and enrollment regulations and procedures and evaluate and report the potential impact on the District. ***E***

- Prepare special reports using student enrollment and attendance data, which give summaries in narrative and graphic form such as the Material Decrease Waiver or cost and apportionment of average daily attendance. ***E***

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

An Attendance Accounting Specialist collects and compiles enrollment and attendance data and prepares reports to fulfill mandated requirements for the District. An incumbent also prepares summary reports for District administrators, advises site attendance accounting personnel on procedures and regulations governing attendance reporting and issues bulletins and memos to sites on changes affecting these requirements. An incumbent is in continuous contact with personnel at the sites and in special programs to assist them with attendance reporting questions. An incumbent confers with State Department of Education and County Office of Education personnel on interpretation and implementation of attendance procedures and reporting requirements.

EMPLOYMENT STANDARDS

Knowledge of:

School District organization, operations and objectives.
State Education Code sections applying to attendance record keeping.
Record keeping principles and organization.
Modern office practices, procedures and equipment including personal computer, keyboard and multi-line telephone.
English grammar spelling and punctuation.
Computer software applications including spreadsheets.
Statistical applications and graphic displays of data.
Arithmetic formulas.

Ability to:

Read and understand rules and regulations.
Prepare narrative and statistical reports.
Organize work and meet deadlines.
Make arithmetic calculations.
Maintain records and prepare reports using computer spreadsheets and word processing software.
Compose letters, memos and bulletins.
Keep accurate records and files.
Extract data from large data base programs.
Establish and maintain effective working relationships with others.

Operate modern office equipment such as personal computer, keyboard, ten key adding machine and multi-line telephone.
Participate in the training of others in attendance accounting procedures.

Education and Training:

Equivalent to completion of two years from an accredited four-year college or university or community college with at least fifteen units in statistics, accounting, business administration or a closely related field.

Experience:

Three years of record keeping and calculations demonstrating the compilation of large amounts of data and application of arithmetic formulas to produce statistical reports. Experience in school attendance reporting is highly desirable.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities, may be considered.

WORKING ENVIRONMENT

Typical office environment.
Frequent interruptions.

PHYSICAL DEMANDS

Seeing to read, review, and assure accuracy of attendance reports and data processing print outs.
Hearing on the telephone and at meetings.
Some light lifting and carrying.
Speak to instruct others in meetings, in an office and on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.