

CLASS TITLE: ATTENDANCE/STUDENT RECORDS COORDINATOR

DEFINITION: Under direct supervision with evaluation completed by the Human Resources Systems Manager, performs work of considerable difficulty in initiating, coordinating, completing and maintaining the accuracy of district student attendance; major responsibility for updating and maintaining the data base system, and performs related work as required

EXAMPLES OF DUTIES:

- Coordinates entire monthly attendance processing
- Secures, rectifies and maintains all attendance data
- Computes attendance manually for designated programs including independent study and summer school
- Prepares and balances enrollment report
- Prepares in detail apportionment report by school, removing special education students
- Prepares and balances an attendance report used by Fiscal Services for State reports
- Maintains a running percentage of apportionment and actual attendance on regular and special education students for each school/site
- Acts as liaison between the Student Services Department and all attendance and registration personnel
- Confers with Technology Information Services regarding adjustments and systems modifications in maintaining automated attendance reporting and registration processes
- Assists in developing the period-by-period attendance system
- Provides Food Services Department with ADA information for department planning
- Provides student information and attendance information to district personnel and authorized public agencies
- Conducts training and consultation services to school office managers, attendance secretaries and others as to attendance reporting and registration policy

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to four years of increasingly responsible clerical experience, at least two years of which involved attendance record keeping

Knowledge of:

- Standard office methods and procedures
- Statistical record keeping techniques
- Current legislation and district policies, rules and regulations regarding student attendance
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students with special needs

Skill in:

- Coordinating centralized attendance accounting operation
- Establishing and maintaining effective working relationships
- Communicating clearly and concisely
- Preparing records and reports

- Using good judgment in making routine decisions in accordance with laws and regulations
- Keyboarding

Ability to:

- Operate a computer and related software

Licenses:

- A valid California driver's license is required

Certificates and Other Requirements:

- Ability to meet proficiency requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen)

Environment:

- School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent timelines; maintains high regard for exemplary customer service

Physical Abilities:

- Sit for extended periods of time, dexterity of hands and fingers to operate a computer and other office equipment; frequent keyboarding; reach overhead, above the shoulders, and horizontally; bend at the waist, squat or kneel to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects up to 25 lbs. occasionally

Other Qualifications:

- Must successfully pass the District's pre-employment fingerprinting and TB Testing

CST, Salary Range: 491
MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 5/85
Board Revision: 6/14
Board Revision: 6/19