

**CLASS TITLE: ATTENDANCE/STUDENT RECORDS COORDINATOR**

**DEFINITION:** Under direction, performs work of considerable difficulty in initiating, coordinating, completing and maintaining the accuracy for internal auditing of the district student attendance and enrollment; major responsibility for updating and maintaining the data base system, and performs related work as required.

**EXAMPLES OF DUTIES:**

- Prepares, adjusts, and balances the initial district's school year's enrollment report and maintains the accuracy of the district's enrollment on a monthly basis.
- Secures, rectifies and maintains all the district student attendance data.
- Computes attendance manually for long term independent study, home study, and extended suspension program, for designated programs including independent study and summer school
- Coordinates and runs verification reports for daily, weekly, and/or monthly attendance processing.
- Prepares in detail apportionment report by school, removing special education students Audits enrollment and attendance for suspended students and juvenile hall center placements.
- Compiles the Extended School Year enrollment and attendance student data to submit for state reporting.
- Prepares and balances attendance, (i.e., Class Size Penalty, and Class Size Reduction) reports used by Fiscal Services for State reporting.
- Maintains a running percentage of apportionment and actual attendance on regular and special education students for each school/site.
- Identifies students without proper immunization records.
- Acts as liaison between the Student Services Department and all attendance and registration personnel.
- Confers with Technology Information Services (TIS) regarding adjustments and systems modifications to initiate in maintaining automated attendance reporting and registration processes to maintain the accuracy of the information and coordinates professional development across the district for standard procedures.
- 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.
- Confers and collaborates with TIS in creating reports for end users.

## **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
- Productivity tools (i.e. Microsoft Office Excel)
- Data schema in the Student Information System

### **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 and Certificates:**

- A valid California driver's license

MT. DIABLO UNIFIED SCHOOL DISTRICT  
Attendance Student Records Coordinator

5/85

CST Salary Range 491

Board Approved