Job Description – Attendance Secretary

Basic Function:
Under the direction of a Principal or designee, perform a variety of technical accounting, record-keeping and reporting activities to assure accurate and timely reporting of student attendance and enrollment data for the school site, prepare District, County and State enrollment and attendance accounting records and reports; utilize an assigned computer system to maintain automated records and generate a variety of computerized data, reports and documents.

Representative Duties:

Essential Functions:

- Perform a variety of technical accounting, record-keeping and reporting activities to assure accurate and timely reporting of student attendance and enrollment data; assure accurate accounting of student enrollment and attendance data in accordance with established policies and procedures.
- Prepare, maintain and account for Average Daily Attendance (ADA), Enrollment Summaries, Actual Attendance Report, Monthly Net Enrollment Report, Class Size Enrollment and various other District, County and State attendance and enrollment records, reports and information according to established timelines.
- Utilize an assigned computer system to generate a variety of data, records and reports related to attendance, enrollment and other student data and information; initiate queries, compile information, develop spreadsheets and manipulate data; assure accuracy of input and output data; import data from the student information system and export data to State agencies.
- Input, update, format and retrieve enrollment, attendance accounting and other student data and information in an assigned computer system; establish and maintain automated records and files, and prepare, print, distribute and process a variety of reports related to enrollment, attendance and related data; format and generate a variety of accounting data reports and charts, including District and State mandated reports on student attendance utilizing applicable software for sophisticated presentations of data.
- Audit attendance and enrollment data to assure accuracy and completeness; compare, review, balance and reconcile attendance and enrollment data, records, reports and documents; identify, research and resolve a variety of errors and discrepancies; make needed corrections and adjustments.
- Oversee and maintain standardized student enrollment and attendance record-keeping programs.
- Research, compile, prepare and revise attendance accounting data and information; calculate, assemble, review, verify, maintain, sort, tabulate, post and account for District student attendance and enrollment data; maintain and update accurate and current records of student's attendance including historical data for use in studies and reports.
- Distribute, collect, review, process and assure accuracy and completeness of various attendance and enrollment forms, records and documents; review forms and information for accuracy and completeness; make corrections or request additional information as needed.
- Receive, sort and review attendance data, document and reporting requests; develop and maintain project schedules and timelines; distribute and submit reports and documents to appropriate personnel or agency.
- Compose, distribute and respond to a variety of correspondence; prepare, develop and generate a variety of forms and operator instructions.
- Communicate with personnel, administrators and various outside agencies to exchange information and resolve issues or concerns.
- Respond to questions regarding student enrollment and attendance; research and explain California Education Code laws and regulations relating to pupil attendance.
- Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software; maintain assigned databases to assure accurate attendance reports and access to enrollment and
attendance data.
- Assist and train users in the use of attendance software and related computer systems; assist in coordinating and arranging for attendance accounting and related computer system trainings; provide training and support to staff.
- Attend and participate in various seminars and workshops as directed.
- Work collaboratively with school sites and departments to resolve data anomalies, assist with uploading data to statewide student demographic reporting systems.

Other Duties:
- Perform related duties as assigned.

Knowledge and Abilities:

Knowledge of:
- Student attendance policies, procedures, terminology and attendance accounting methods.
- Applicable Education Code sections and other related laws, rules, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Computerized student information systems and related software applications.
- Oral and written communication skills.
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Methods of collecting and organizing data and information.
- Operation of a computer and assigned software.
- Principles and practices of data processing and evaluation.

Ability to:
- Perform basic math calculations quickly and accurately.
- Design and produce reports according to user specifications.
- Proofread and identify discrepancies in detailed reports.
- Identify, research and respond to/resolve errors and issues.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Develop queries and spreadsheets, manipulate data, and compile information.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain regular and consistent attendance.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school and four years of increasingly responsible clerical, accounting and/or attendance accounting experience.

Licenses and other requirements:
Some positions in this classification may require valid First Aid, CPR and AED certificates issued by an authorized agency. Some incumbents in this classification may be required to speak, read and write in a designated second language.

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information in person and on the telephone. Sitting or standing for extended periods of time. Ability to see to read a variety of materials. Bending at the waist, kneeling or crouching to file materials.

Classification: 18      Number of Days: 197
Board Approval: 12/01/2021  Revised: 12/2021  FLSA Classification: Non-Exempt

Classified Bargaining Unit Position

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.