



Santa Rosa City Schools

Classification Description

Job title:	District Attendance Specialist	Department:	Fiscal Services
Reports to:	Director of Fiscal Services	FLSA Classification:	Non-exempt
Board Approval:	June 12, 2024	Work year:	12 month
Revision(s):		Salary Range	25

DEFINITION:

Audits the attendance records of District schools, compiles attendance reports for submission to the County Office of Education and the state; monitors District collections; performs moderately complex accounting work involved in the maintenance of the District's financial and statistical records.

QUALIFICATIONS:

Education:

High School equivalent required

Additional course work demonstrating ability with numbers and understanding of accounting and auditing principles

Experience:

Two years experience performing increasingly difficult recordkeeping or accounting work, preferably involving school district attendance recordkeeping

License and/or other qualifications:

None

Knowledge and Abilities:

Knowledge of:

- State Education Code sections applying to attendance recordkeeping; methods, practices and terminology used in attendance-keeping and accounting
- Basic mathematics
- Operation of computer software programs including word processing and spreadsheet tools
- Correct English usage, spelling, punctuation and grammar

Ability to:

- Understand and effectively communicate, in written and verbal form State, County and District rules and regulations
- Prepare statistical reports
- Establish and maintain cooperative relationships with those contacted in the course of work
- Furnish work direction to others as requested
- Inform others of correct procedures involving attendance recordkeeping
- Organize work and meet deadlines with little supervision
- Operate basic office equipment

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Receives and audits monthly attendance reports from elementary and secondary schools.
2. Interprets the California Education Code, California Administrative Code, District Policy, State and County laws pertaining to attendance for District personnel.
3. Computes and compiles statistical attendance reports for District, County and State; advises administrators of any concerns.
4. Prepares specialized reports, as requested, for Administrative use; prepares and distributes yearly attendance calendar.
5. Designs and implements new attendance forms and procedures as needed; advises Attendance Clerks and other staff members of requirements and regulations regarding attendance procedures through in-service workshops, memos and meetings.
6. Ensures that attendance reports are received from schools in an accurate and timely manner.
7. Performs periodic on-site audits, rotating schools to ensure proper attendance procedures are in place and followed.
8. Gathers attendance data from Summer School Programs, Special Education and Continuation School.
9. Processes district checks.
10. Assists in billing functions and tracking.
11. Maintains appropriate reports for records.
12. Communicates electronically and over the phone with District and State personnel.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. May perform other duties related to this job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving to multiple school sites
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving pedals
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting*		X-----X			
Walking		X			
Standing*		X-----X			
Bending (Neck)				X	
Bending (Waist)		X			
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting	X				
Climbing	X				
Kneeling	X				
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)				X	
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

*Note: Employees have the option to Sit or Stand at the workstation.

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs		X			
11-25 lbs	X				
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.