AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SPECIALIST ATTENDANCE**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**NIS 2**	DUTY DAYS:	**224**	DATE REVISED:	**06/22/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. One (1) year of related experience is preferred.

SKILL REQUIREMENTS:

This position requires the incumbent to have general office skills, such as typing and filing, as well as basic understanding of the policies and programs of their campus or office. Incumbent must be able to perform a wide variety of duties simultaneously and respond to interruptions. This position requires the ability to operate office equipment such as computers, calculators/adding machines, and copiers/scanners. Incumbent should have strong interpersonal skills and knowledge of campus policies and procedures are necessary to respond to inquiries from parents, teachers, students, and other staff members. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent performs detailed and varied clerical duties primarily related to attendance procedures. Incumbent performs comprehensive clerical duties to maintain accurate student attendance records and support compliance with district, state, and federal requirements. Ensure attendance data is recorded, verified, and maintained in accordance with the Texas Education Agency (TEA) Student Attendance Accounting Handbook (SAAH), Public Education Information Management System (PEIMS), and district procedures. Serve as a campus resource for attendance processes, documentation requirements, and student record management while supporting attendance interventions, state reporting, and audit readiness.

ESSENTIAL FUNCTIONS FOR ALL CAMPUSES:

- Maintain accurate student attendance records in accordance with TEA, PEIMS, and district attendance accounting requirements.
- Review, verify, and correct attendance discrepancies and ensure supporting documentation is maintained.
- Monitor daily attendance submissions and communicate with staff regarding missing or inaccurate attendance records.
- Generate and analyze attendance reports to identify trends, errors, and compliance concerns.
- Provide attendance-related customer service and support to students, parents, and campus staff.
- Maintain confidentiality of student records and information in accordance with applicable laws and district procedures.
- Support campus and district attendance audits, monitoring activities, and state reporting requirements.
- Collaborate with campus administration, counselors, and other staff to address attendance concerns and improve student attendance outcomes.
- Assist with truancy prevention and intervention efforts by monitoring excessive absences and maintaining required documentation.
- Perform other duties related to attendance accounting and student records management as assigned.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

ESSENTIAL FUNCTIONS FOR ELEMENTARY CAMPUSES:

- Process student enrollments, withdrawals, and records requests in accordance with district procedures.
- Manages the full Pre-K application lifecycle, verifying student eligibility in strict accordance with campus-specific program offerings and state criteria.
- Maintain and update student demographic, enrollment, residency, and program participation records.
- Perform clerical duties related to the collection, entry, and maintenance of state-reportable student information and provide support for campus verification processes for state reporting through the Public Education Information Management System (PEIMS), in accordance with district policies and PEIMS & Data Quality Department procedures, as assigned by the campus principal or designee.
- Coordinate digital cumulative records management and ensure required enrollment documentation is maintained.

ESSENTIAL FUNCTIONS FOR MIDDLE SCHOOL CAMPUSES:

- Monitor daily attendance submissions and work with teachers to resolve attendance discrepancies.
- Contact parents and guardians regarding absences, tardiness, and attendance concerns.
- Maintain attendance intervention documentation and support campus truancy prevention efforts.
- Prepare attendance reports and provide attendance data to campus administration for decision-making and compliance monitoring.
- May perform clerical duties related to the collection, entry, and maintenance of state-reportable student information and provide support for campus verification processes for state reporting through the Public Education Information Management System (PEIMS), in accordance with district policies and PEIMS & Data Quality Department procedures, as assigned by the campus principal or designee.

ESSENTIAL FUNCTIONS FOR HIGH SCHOOL CAMPUSES:

- Monitor attendance related to credit accrual, attendance requirements, and graduation eligibility.
- Review and process attendance documentation for students participating in alternative instructional settings, work-based learning, and other attendance-related programs.
- Support attendance interventions for students identified as at risk of losing credit due to excessive absences.
- Collaborate with counselors, graduation coordinators, and administrators to monitor attendance impacts on student academic progress and graduation requirements.
- May perform clerical duties related to the collection, entry, and maintenance of state-reportable student information and provide support for campus verification processes for state reporting through the Public Education Information Management System (PEIMS), in accordance with district policies and PEIMS & Data Quality Department procedures, as assigned by the campus principal or designee.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment: Used: Standard computer, and peripherals

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting, extended periods of sitting and/or standing.

Motion: Frequent walking, rasping/squeezing, wrist flexion/extension, lifting and stacking, repetitive hand motion

Lifting: Lifting and carrying (30 pounds and over)

Environment: Standard office environment or in a school office environment.

Mental Demands: Maintain emotional control under stress. Frequent interruptions of work interfere with concentration and task completion, and peak workloads occur every six (6) weeks.

PERSONAL WORK RELATIONSHIPS:

Incumbent reports directly to the campus Principal and may supervise student aides. The incumbent will provide guidance and consultation to teachers and other school staff members. Incumbent will have contact with Child Accounting regarding student absences and provide information to outside agencies as well as Attendance Investigators.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	