

Attendance Specialist

Purpose Statement

The job of Attendance Specialist is done for the purpose/s of registering children; collecting and maintaining student attendance information at the assigned site; meeting district, state and federal requirements relating to attendance processes including parent notification; preparing and distributing attendance reports and materials; providing clerical support at school site; and communicating various information regarding activities.

Essential Functions

- Communicates with parents, students, staff, etc. in person, by telephone or letter for the purpose of providing information on a variety of attendance issues and meeting district and state absence notification requirements.
- Compiles student records (e.g. birth certificates, transfers, immunizations, etc.) for the purpose of meeting state, federal and/or district requirements.
- Ensures accuracy of attendance records, including verification of forgeries and truanancies and/or signing students in/out for the purpose of complying with State laws governing attendance accounting.
- Evaluates situations (e.g. involving other staff, students, parents, the public, police, probation department, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains a variety of attendance records, schedules, and files (manual and computer) (e.g. contact and telephone logs, student attendance, cash receipts, etc.) for the purpose of documenting and/or providing reliable information.
- Performs enrollment and un-enrollment activities (e.g. updating automated student information system, preparing permanent student record and cumulative folders, etc.) for the purpose of ensuring compliance with financial, legal, state or federal requirements.
- Prepares a variety of reports and written materials (e.g. passes, standardized and special attendance reports, letters to parents, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. attendance records, student placement, disciplinary and/or suspension notices, homework requests, etc.) for the purpose of complying with local, state and federal attendance requirements.
- Responds to inquiries from a variety of individuals (e.g. staff, parents, students, etc.) for the purpose of providing information and/or direction.
- Screens telephone calls for the purpose of directing to appropriate personnel and/or taking messages.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Minimum Qualifications

Mental Requirements

Learning Development- Level C Sufficient to read and write technical instruction, understand standardized methods, operate specialized and varied equipment, perform standard mathematical applications. Learning development involves the equivalent of some technical or vocational training beyond high school, often resulting in a certification.

Problem Solving - Level 2 Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical, yet are relatively straightforward, obvious and well-defined once problems are understood. Responses come from the realm of prior learning and experiences

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 1 Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 1 Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. little or no exposure to safety or health hazards.

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 2 Work results impact the accuracy, reliability, and acceptability of further results beyond the immediate work section. work results are noticeable and represent a portion of, or support product or service received by the customer or general public.

Experience, Education, and Certifications

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High School diploma or equivalent.

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 111

Work Calendar: Jr High & High School - Support 10 Months / Elementary - Support 10.5 Months