



# IRVINE UNIFIED SCHOOL DISTRICT

## SPECIALIST-ATTENDANCE

### DEFINITION:

Under the supervision of the Director of Fiscal Services, performs specialized technical financial tasks in attendance accounting and related assigned duties; trains and provides work direction to staff; confers with District/County offices and school site administrators to maintain sound attendance reporting and perform other related functions as directed.

This position requires expertise in complex attendance accounting and record keeping, including interpretation of and changes in state law, and the ability to independently analyze, develop, offer alternative problem solutions and coordinate implementation of such solutions to related technical issues and concerns.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs a variety of specialized technical financial tasks and functions related to attendance accounting and record-keeping; revises and implements office procedures to ensure accurate and timely attendance activities.
- Oversees, coordinates and maintains appropriate attendance activities, financial and statistical data and information.
- Prepares, maintains and accounts for average daily attendance (ADA) and other attendance records and reports for submittal to local and State agencies per established time lines.
- Reviews attendance records and reports for accuracy and compliance with applicable laws, codes, rules and regulations; ensures accuracy of input and output data.
- Manages the receipt, audit, and balancing of reports from school attendance offices, including special schools.
- Serves as a liaison between administrators, parents, staff and outside agencies regarding student attendance and related policies, procedures, rules and regulations; initiates and receives phone calls; takes and relays messages; responds to inquiries and provides information.
- Monitors class size, enrollment, bell schedule, and kindergarten retention compliance with State legislation.
- Compiles and issues annual attendance calendar.
- Implements and participates in periodic internal audits of attendance record keeping.
- Coordinates development and implementation of computer system reports in concert with the Information Services Division as necessary.
- Prepares reports within the appropriate guidelines of State and federal legislation and regulations.
- Composes a variety of correspondences including forms, letters, memoranda regarding attendance procedures and policies; duplicates and distributes materials and forms; reviews written materials for accuracy and completeness.
- Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Develops and provides in-service training and assistance to school attendance personnel regarding procedures, reports, and changes.
- Attends and participates in a variety of meetings and in-service trainings.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Attendance policies, procedures, terminology and attendance accounting methods.
- Applicable laws, codes, regulations policies and procedures.
- District organization, operations, regulations, policies and objectives related to position.
- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

- **Data control procedures and data entry operations.**
- **Telephone techniques and etiquette.**
- **Operation of a computer and assigned software.**

**Ability to:**

- **Plan, organize and control a large school district attendance system.**
- **Formulate and carry out recommendations regarding attendance processes.**
- **Consolidate, compile and compute numerical data for statistical reporting.**
- **Make arithmetic calculations quickly and accurately.**
- **Work independently with little direction.**
- **Meet schedules and time lines.**
- **Plan and organize work.**
- **Communicate effectively both orally and in writing.**
- **Compile and analyze financial and statistical data.**
- **Establish and maintain effective working relationships with others.**
- **Learn and follow rules, regulations, policies and procedures pertaining to position.**
- **Operate a variety of office machines such as computer and assigned software.**
- **Compose independently or from oral instructions.**
- **Compute mathematical calculations.**
- **Understand and follow oral and written instructions.**
- **Complete work with many interruptions.**
- **Prepare report for state approval of attendance system.**

**EDUCATION/EXPERIENCE:**

**Any combination equivalent to: graduation from high school including or supplemented by college-level course work in accounting or business administration and four years increasingly responsible clerical experience include school attendance accounting or related area.**

**PHYSICAL DEMANDS:**

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- **Dexterity of hands and fingers to operate a computer keyboard.**
- **Seeing to read a variety of materials.**
- **Hearing and speaking to exchange information.**
- **Sitting for extended periods of time.**
- **Lifting, carrying, pushing or pulling objects up to 25 pounds.**

**WORK ENVIRONMENT:**

**Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.**

**Previously Revised: 06/2017**