

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: District Attendance Coordinator

Salary Grade: 21

Salary Schedule: Non-Operations

Department: Student Services, and School Attendance

Reports to/Evaluated by: Administrator, SSSA

FLSA: Non-exempt

SUMMARY

Coordinates and audits District-wide attendance accounting processes to maximize State reimbursement and ensure compliance with California Education Code, California Department of Education (CDE), and related State attendance accounting requirements. Provides training, technical support, and guidance to school site personnel regarding District procedures involving attendance coding and attendance recovery efforts including site-based independent study, Saturday School, and Academic Intervention and Recovery (AIR) Time. Assists with the preparation, analysis, and auditing of District-wide Average Daily Attendance (ADA) reports and related statistical data to ensure accurate reporting, data integrity, and adherence to District and State attendance accounting guidelines and regulations.

DISTINGUISHING CAREER FEATURES

The District Attendance Coordinator serves as a technical resource for the coordination, auditing, consolidation, and reporting of student attendance data to ensure accuracy, compliance, and maximization of Average Daily Attendance (ADA) revenue and decreased chronic absenteeism as a key metric for measuring pupil engagement mandated by California's Local Control Funding Formula. This position works collaboratively with District departments, school administrators, and site staff to verify attendance accounting practices, resolve data discrepancies, and ensure compliance with California Education Code requirements. Distinguishing career features include the ability to integrate District-wide attendance data, optimize ADA reporting, troubleshoot student data systems, and provide training and technical support to school site personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides in-service training to site personnel on attendance recording and reporting.
- Serves as a resource for school site personnel in reporting ADA and related information, including, but not limited to one-on-one initial training of newly assigned site staff responsible for attendance reporting; work with Technology Services and SSSA to provide on-going monthly and annual in-service meetings/trainings for site attendance staff; and provides support to sites for long-term vacancies of site attendance staff positions.

- Monitors and provides guidance regarding attendance coding, Independent Study, Saturday School, and AIR Time procedures to ensure compliance with California Education Code and California Department of Education requirements.
- Audits documentation for all aspects of attendance for accuracy, completeness, and eligibility for State apportionment funding.
- Generates information, statistics, and reports as requested according to established timelines. Assists auditors and analysts with data as necessary.
- Reviews, verifies, and corrects student attendance and absences with school staff as necessary. Runs data queries to locate missing data or errors.
- Trains staff at school sites on attendance accounting, including new procedures and data entry onto computer-aided data systems. Prepares supporting materials.
- Writes instruction and step-by-step procedure manuals on attendance procedures for use at school sites and District Office.
- Maintains current knowledge of legislative applications of ADA, enrollment, class size, and Local Control Funding Formula pupil count reporting regulations; assists with implementing reports and reporting procedures for new programs and legislation; and assists with developing internal reports to analyze effects of legislative and program changes.
- Performs clerical duties such as filing, duplications, and typing, as well as other duties and responsibilities as required.
- Performs other duties as assigned for the improvement of student attendance and maximizing ADA.

QUALIFICATIONS

Knowledge:

- Working knowledge of principles and procedures of accounting, including governmental, school district fiscal, and attendance procedures.
- Working knowledge of computer-based accounting and attendance systems and procedures.
- Working knowledge of modern office procedures, methods and equipment, including calculator, copier, computer, and printer.
- Working knowledge of laws, rules and regulations applicable to California school district accounting and attendance activities.
- Working knowledge of applicable programs, goals, objectives, policies, and procedures, as well as modern office practices, procedures, and equipment.

- Working knowledge of interpersonal skills and the use of tact, patience, and courtesy.

Abilities:

- Ability to make arithmetic calculations quickly and accurately and meet schedules and timelines.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to plan and organize work and perform clerical duties at a speed necessary for successful job performance.
- Ability to maintain records, prepare reports, and work independently with little direction.
- Ability to read, interpret, and follow rules, regulations, policies, and procedures and communicate effectively both orally and in writing.
- Ability to teach/train employees in group presentations and guided skill labs.

Education and Experience:

- High school diploma or G.E.D. certificate. This must be supplemented by two (2) years of attendance accounting experience or any equivalent combination of education, training, and experience. A valid driver's license is required.

Physical Abilities:

- Requires sufficient ambulatory ability to perform work at multiple locations and the ability to lift, move, and carry lightweight materials less than 25 pounds.
- Requires sufficient hand-arm-eye coordination and hand/finger dexterity to use a computer keyboard and common office equipment.
- Requires near visual acuity to recognize words and numbers, as well as auditory ability to project voice to small groups and carry on conversations over the phone and in person.

Working Conditions:

- Work is performed indoors where minimal safety considerations exist.