

### Administrative Specialist - Attendance

#### Purpose Statement

The job of Administrative Specialist - Attendance is done for the purpose/s of ensuring accurate attendance accounting within the school; resolving attendance related issues; ensuring compliance with state reporting and documenting requirements; conveying attendance related information to appropriate parties; providing general and reception support to assistant principal; implementing building security; and providing general clerical support, information and direction as may be assigned at school site.

This job reports to Principal

#### Essential Functions

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Communicates absence and attendance data for the purpose of providing information regarding unexcused absences, tardies, and trancies.
- Directs students (e.g. students awaiting disciplinary action; student arrival/ departure from school; students awaiting teacher/principal conferences, etc.) for the purpose of providing guidance and referral.
- Maintains a variety of processes and manual/ electronic documents, files, and records (e.g. bell schedules, student attendance, notification logs, school calendar, suspension, pre-arranged absences, etc.) for the purpose of ensuring knowledge of location of students during the school day and providing historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors students referred to the administrative office for the purpose of ensuring student welfare and maintaining a secure office environment.
- Notifies parents and/or guardians of student absences (e.g. written notification, etc.) for the purpose of meeting district administrative requirements and mandated guidelines.
- Operates automated student attendance system and other software needed for the purpose of ensuring accurate tracking and documentation of student attendance.
- Performs office work that supports the school operations (e.g. bus reminders, detention reminders, etc.) for the purpose of ensuring accurate and appropriate completion of daily processes.
- Procures homework assignments from teachers (e.g. in-school suspension facilitation, absent students, etc.) for the purpose of meeting student needs and school and District requirements.
- Researches discrepancies of attendance information (e.g. unexcused absences, class-period absences, etc.) for the purpose of ensuring accuracy of all daily student attendance data.
- Responds to questions from a variety of individuals (e.g. staff, parents, probation officers, other schools, visitors, and students, etc.) for the purpose of providing information and directions as may be required.

#### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job

conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; excellent written and oral communication skills; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student attendance; knowledge of District regulations regarding school/parents/student relationships; and school structure, philosophy, and organization.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working with detailed information/data and meeting deadlines and schedules; communicating with diverse groups of individuals; working with frequent interruptions; setting priorities and working under minimal supervision; and maintaining confidentiality.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

**Continuing Educ. / Training:**

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

6/25/2018

**Salary Grade**

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