

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ATTENDANCE ACCOUNTING SPECIALIST

BASIC FUNCTION:

Under the direction of the Director, Fiscal Services, collect, compile and report student attendance and related data for District enrollment reporting requirements and associated purposes; provide advice and assistance to site personnel on attendance reporting; perform related duties as assigned.

REPRESENTATIVE DUTIES:

Receive and log monthly attendance reports for lower elementary grades listed by class and teacher; record attendance and review for student-teacher ratios; notify schools of ratios that are not within mandated limits; receive, log in and record attendance of other grade levels in schools and programs (e.g. Regional Occupational Program, Independent Study Program and Educational Partnership High School) and calculate average class size to fulfill mandated attendance reporting requirements. **E**

Prepare and distribute attendance reports to State Department of Education and the County Office of Education; prepare and distribute enrollment reports to the Board of Education, schools and program administrators; collect and record enrollment reports for special programs such as the independent study program, home study and transition classes. **E**

Collect data and prepare apportionment attendance reports for the State Department of Education to include track calendars, grade levels, special programs, and non-public schools as the consolidated cumulative average daily attendance (ADA). **E**

Monitor monthly attendance summaries from sites for accuracy; make corrections as needed and notify sites. **E**

Respond to questions and provide instruction and assistance, including visits to sites, to personnel performing attendance accounting duties; work with information systems personnel in participating in training sessions on the use of the student attendance accounting systems; issue bulletins and memoranda to sites in regard to changes in reporting requirements and procedures for student attendance accounting; work closely with information systems personnel on effecting District changes in computerized attendance accounting systems. **E**

Notify each school of mandated instructional time requirements; verify school instructional schedules and inform schools of changes needed to meet education code requirements. **E**

Review and keep current on changes in enrollment and attendance requirements and reporting procedures issued by the State Department of Education; confer with County and State Department personnel on interpretation of Education Code provisions covering attendance and enrollment; analyze legislative proposals regarding attendance and enrollment regulations and procedures and evaluate and report the potential impact on the District. **E**

Prepare special reports using student enrollment and attendance data, which give summaries in narrative and graphic form such as the Material Decrease Waiver or cost and apportionment of average daily attendance. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School District organization, operations and objectives.

State Education Code sections applying to attendance record keeping.

Record keeping principles and organization.

Modern office practices, procedures and equipment including personal computer, keyboard and multi-line telephone.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Computer software applications i.e. relational data bases, spreadsheets and state attendance software.

Statistical applications and graphic displays of data.

Arithmetic formulas.

ABILITY TO:

Read and understand rules and regulations.

Prepare narrative and statistical reports.

Organize work and meet deadlines.

Make arithmetic calculations.

Maintain records and prepare reports using computer spreadsheets and word processing software.

Compose letters, memos and bulletins.

Keep accurate records and files.

Extract data from large data base programs.

Establish and maintain effective working relationships with others.

Operate modern office equipment such as personal computer, keyboard, ten key adding machine and multi-line telephone.

Participate in the training of others in attendance accounting procedures.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Education:

Equivalent to completion of two years from an accredited four-year college or university or community college with at least fifteen units in statistics, accounting, business administration or a closely related field.

Experience:

Four years of record keeping and calculations demonstrating the compilation of large amounts of data and application of arithmetic formulas to produce statistical reports. Experience in school attendance reporting is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Frequent interruptions

PHYSICAL ABILITIES:

Seeing to read, review and assure accuracy of attendance reports and data processing print outs.

Hearing on the telephone and at meetings.

Some light lifting and carrying.

Speak to instruct others in meetings, in an office and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.