

Southern Kern Unified School District Position Description

Position Title: **District Attendance Coordinator**
Department: Educational Services
Reports To: Associate Superintendent
Prepared By: Staff Date: May 08, 2017
Approved By: Governing Board Date: May 17, 2017

SUMMARY: Under direction of the Associate Superintendent, maintain student attendance records, routine correspondence, answer phone calls and perform general office duties. Functions as an Attendance clerk to the elementary, middle, and high schools. Maintains communication with parents/guardians to excuse absences. Bilingual (English/Spanish) required. Located at the District Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to uphold the California Department of Education and the Board of Education's Absence Policies.
- Patient and unbiased in dealing with parents/guardians and students.
- Maintain attendance reporting for the elementary, middle, and high schools.
- Takes in-service trainings as stipulated by contract.
- Makes and receives telephone calls and takes messages on multi phone line system.
- Responds to emails and voicemails from parents.
- Keep records of all parent interactions (phone calls, emails etc.).
- Enroll new students in attendance tracking.
- Enter all student attendance records into a computer on a daily basis.
- Respond to inquiries from students, teachers, and parents regarding attendance rules, absences, suspensions, and enrollment status.
- Contact parents/guardians on a daily basis to clear absences.
- Prepares computerized attendance sheet and rosters.
- Types, prepares, distributes, files, records/reports, correspondence, etc. related to attendance.
- Communicate regularly with schools sites to maintain accurate attendance records.
- Monitors student attendance to report to the Associate Superintendent.
- Run Monthly Attendance Reports at P-1, P-2, and Annual for Attendance Accounting.
- Complies and submits a variety of weekly, monthly and year-end reports as required.

SUPERVISORY RESPONSIBILITIES:

- Oversees the student check-in/check-out and tardy recording process at all schools.
- Responsible for informing school sites of changes to policies.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or GED, and one year of previous office experience.

LANGUAGE SKILLS: Bilingual (English/Spanish) Required. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carryout instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to pass a typing test at 35 words per minute. Demonstrated ability to operate a personal and mainframe computer and related software. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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.

While performing the duties of this job, the employee is almost continuously required to sit, talk and hear. The employee is occasionally required to walk and stand. The employee may occasionally lift and/or move 20 lbs. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm, or finger motion many times as in typing. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK 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 acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people.

<p><i>The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i></p>
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