

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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<b>TITLE:</b>	Attendance Specialist	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	School Attendance Review Board	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	032 OTBS
<b>ISSUED:</b>	April 12, 2005		

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**BASIC FUNCTION:**

Provide training and ongoing support to school site staff in maintaining accurate attendance records and improving student attendance and perform a variety of advanced and complex clerical duties.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Act as a resource to school staff regarding attendance issues. **E**

Provide training related to student attendance record keeping processes and systems. **E**

Assist school staff to address and improve student attendance and make positive systematic changes. **E**

Assist school staff to develop site attendance plans by recommending strategies, resources, and referrals. **E**

Apply and explain rules, regulations, policies, and procedures. **E**

Generate and analyze attendance data and reports; compile attendance data for cases referred to School Attendance Review Board. **E**

Compose and type correspondence, reports, and other materials. **E**

Maintain case and student contact records; assist in gathering data and preparing reports. **E**

Serve as a liaison between parents and community agencies. **E**

Operate standard office equipment; operate microcomputers to enter and extract information and data.

Travel to school site locations to provide training and support to staff. **E**

May accompany staff to conduct home visits or transport parents or students to conferences.

Conduct attendance recognition and reward activities.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to three years of recent, full-time, paid, increasingly responsible office-clerical experience. Experience in Aeries and/or Zangle is required.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private vehicle (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Student attendance record keeping processes and systems.  
Modern office methods and procedures and the use of standard office machines and equipment.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Reading and writing English communication skills.

**ABILITY TO:**

Read, write, speak, and understand the English language.  
Learn and explain strategies and resources to improve student attendance.  
Operate, understand, and train others in attendance record keeping systems.  
Organize diversified data.  
Prepare complex narrative and statistical reports.  
Operate standard office equipment including microcomputers and related software applications.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records and prepare a variety of documents.  
Apply and explain rules, regulations, policies, and procedures.  
Train and lead the work of others.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office setting, driving to school sites.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6120

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