

ATTENDANCE SPECIALIST

DEFINITION

Under the direction of the Principal, or administrative designee, the Attendance Specialist will prepare, maintain and account for Average Daily Attendance and other attendance records and reports for a comprehensive high school in accordance with established rules and regulations; analyze and process a variety of data; communicate with staff, students, and parents concerning student attendance; provide work direction to assigned clerical staff; and perform other related duties as assigned and/or required.

ESSENTIAL DUTIES

- prepares, maintains, and accounts for Average Daily Attendance and other attendance records and reports
- assures accurate accountability for student attendance
- serves as a lead in the attendance office; trains and provides work direction to assigned staff
- aids in the planning of programs designed to ensure compliance with the legal mandates concerning student attendance
- develops, edits, organizes, and distributes informational material regarding student attendance issues, problems and concerns

Knowledge of: Practices, methods, trends, strategies, and techniques pertaining to student attendance programs; methods, procedures, and techniques of organization and planning; practices, procedures, and techniques pertaining to automated student attendance record management, storage and retrieval systems; legal mandates, policies, regulations, and operational procedures and guidelines pertaining to student attendance programs.

Ability to: Effectively and efficiently plan, organize, and coordinate student attendance and record management programs; plan, organize, and implement student attendance functions and activities; analyze, review, and compile comprehensive student attendance related reports; communicate effectively in oral and written form; effectively operate a micro-computer and use appropriate software applications; understand and follow oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

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