

ATTENDANCE ANALYST**Job Summary**

Under the direction of the Chief Business Officer (CBO) or designee, assists the school sites and district office in all areas of support and duties related to attendance and accounting issues

Qualifications**Required:**

- High School diploma or equivalent
- Five (5) years of clerical and accounting experience
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

Desirable:

- Previous experience in a public school system in attendance

Knowledge and Ability

1. Knowledge in secretarial/clerical practices and procedures
2. Knowledge in correct English, spelling, grammar, and punctuation
3. Knowledge in office methods, practices, and procedures
4. Ability to prepare memoranda, letters, reports, handbooks, and other statistical data
5. Ability to perform accurate accounting and clerical work requiring independent judgment, speed and accuracy
6. Knowledge of filing systems—general and confidential, filing alphabetically, numerically and chronologically
7. Ability to learn and apply applicable procedures, rules, and regulations
8. Ability to compose correspondence independently
9. Ability to work cooperatively with those contacted in the course of work
10. Ability to greet and screen visitors, schedule meetings, and maintain calendar
11. Ability to compile a variety of complex and technical attendance information and data
12. Knowledge in coding and preparing attendance information
13. Ability to establish, prepare, generate and maintain various reports, lists and files related to assigned functions
14. Knowledge of various office equipment, including computers and supporting word processing and spreadsheet applications including Excel
15. Ability to make arithmetical calculations

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Coordinator of attendance accounting, CBEDS counts of enrolled students and other such related attendance services
2. Promotes positive attendance programs for increasing attendance at all sites
3. Maintains applicable records, logs or documentation related to SARB
4. Works cooperatively with District Truant Officer
5. Acts as SARB Officer for District
6. Works cooperatively with Healthy Start Program and the District Health Education Coordinator to provide Medi-Cal billing and other appropriate services
7. Works cooperatively with District Technology staff to provide technical support for problem analysis and resolution involving application software for the student information data system
8. Maintain the student information system, training of site staff on attendance software and applications
9. Coordinates with local site attendance personnel in the completion of all required reports within designated timelines
10. Develops knowledge of District procedures, rules and practices, as well as knowledge of daily school routines and events
11. Cumulative record keeper for student records/cumulative

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12. Microfiche record keeper for Microfilm/CD Rom or hard copies
13. Prepare J 18/19 Reports of student attendance and enrollment
14. Prepare Class Size Reduction Report
15. Advanced knowledge of Word and Excel software applications
16. Establish, update and maintain student annual minutes
17. Coordinate and train staff on documentation procedures for supplemental attendance programs (Summer school, Home Hospital, Saturday School, etc.)
18. Prepare State Preschool report
19. Prepare Pre-Id data files for various companies to use of testing, STAR, CAHSEE, CELDT, and PE
20. Prepare statistical data for management and board
21. Prepare, submit, coordinate school data with outside agencies
22. Other duties as assigned

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to interpret and follow rules relating to the position, makes decisions using sound judgment, and evaluates results.
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter.
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone.
7. Physical ability to lift, bend, stoop, and to reach overhead.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.