



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

ATTENDANCE SPECIALIST

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, serve as a District liaison between students, parents, schools and outside community organizations and agencies to support efforts to improve school attendance, tardiness, child welfare; perform a variety of duties related to student attendance, record-keeping and related duties; prepare, maintain, track absences, and provide accurate reporting compliance with compulsory attendance laws and performance; prepare, maintain and account for attendance records and reports for submittal to District, County and State agencies; collect attendance data in preparation of State Mandated Reports; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform a variety of duties related to attendance accounting and record-keeping for assigned student programs; coordinate submission dates and procedures of school site attendance reports; review and verify completeness and accuracy of attendance reports; notify site personnel of needed corrections; process complete and accurate final attendance reports; implement office procedures to ensure accurate and timely attendance activities.
- Assist in setting timelines for gathering attendance and related reports; collect, compile and ensure accuracy of school site attendance data; notify site personnel of needed corrections; prepare monthly attendance, cumulative enrollment and specialized reports for District, County and State; prepare monthly attendance and enrollment reports for use by school site Administrators, District and staff.
- Prepare documents and communicate information between SARB, personnel, students, parents and outside agencies in the enhancement of student attendance in assigned schools; serve as a liaison between students, parents, schools and outside community organizations and agencies to support efforts to improve school attendance, tardiness and child welfare; assist in the development and implementation of procedures for reducing student truancy.
- Identify students exhibiting irregular attendance patterns; communicate with parents regarding unexplained student absences or habitual truancy by telephone, email, mail or personal contact; clear tardies and student absences; assure parents are informed of student absences.
- Evaluate attendance information presented; discuss past interventions; confer with parents and students and establish new interventions to assist students; guide students to become successful and avoid recommendation to the School Attendance Review Board (SARB).
- Prepare, input, maintain and account for attendance records and reports for submittal to local and State agencies according to established timelines; review attendance records and reports for accuracy, completeness and compliance with applicable laws, codes, rules and regulations; scan and duplicate materials as needed.
- Provide guidance and assistance on attendance records, data collection and systems as needed; provide training to staff in attendance procedures, data collection policies and guidelines; confer with site staff on changes to attendance policies, auditing procedures and necessary forms.

- Ensure input of accurate daily attendance by Attendance Assistants; oversee maintenance of accurate attendance records; compile and provide data for the Student Attendance Review Team (SART).
- Collaborate with teachers, school counselors and administrators to identify students with attendance issues or other problems; investigate attendance problems and identify excessively absent students, including habitual or chronic truants in compliance with Educations Code and District policies.
- Process student attendance referrals daily by counseling students; develop student attendance contracts; notify parents and assign attendance intervention activities; enter student participation in contact log.
- Perform duties and functions related to student attendance; verify and post student absences; clear absences by reviewing parental notes and through telephone contacts; issue admittance forms to students, late or returning from an absence; assist with clerical support to meet deadlines.
- Maintain student and teacher files; prepare documentation needed for audits; assist in the planning, organization, development, and implementation of guidelines and procedures to inform parents and legal guardians pertaining to student attendance and truancy matters.
- Respond to requests for attendance information from various social service agencies; confer, advice and counsel District personnel, parents and legal guardians regarding various student attendance problems, issues and concerns; assist in recommending alternative solutions to attendance problems, as needed.
- Assist in the planning, development, and maintenance of policies and regulations pertaining to the School Attendance Review Board (SARB) guidelines and related materials
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Practices, methods, trends, strategies and techniques pertaining to student attendance programs.
- Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to student attendance programs.
- Support and coordinate the daily operations of an office.
- Exceptional organizational skills.
- District organizations, operations and policies and objectives.
- Assisting parents, students, staff and community at large and resolving concerns.
- Automated record storage, retrieval, management systems and assigned software.

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 computer and use appropriate software applications.
- Understand and follow oral and written directions; establish and maintain cooperative working relationships.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

One year of responsible student attendance experience. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Experience or coursework in office administration, office practices, office automation, or a closely related field or training is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Primary office. Fast Paced Working Environment. Driving a vehicle to conduct work

PHYSICAL ELEMENTS:

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

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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