

San Jose Unified School District

I. Title Attendance Analyst

II. Definition

Under limited direction, train school site staff in enrollment and attendance systems and procedures and examine a variety of technical documents to determine accuracy of the average daily attendance (ADA) reported to the state; recommend corrections and prepare reports of audit findings.

III. Examples of Duties

- Provide training to school site personnel to prepare for audits.
- Travel to school site locations to conduct field audits of enrollment and attendance records at elementary and secondary schools to ensure accuracy and compliance with state rules and regulations and district procedures; reconcile schools enrollment totals and identify and implement courses of action for problems found during audit.
- Prepare initial on-site reports and formal reports of audit findings; prepare oral and written audit reports for administrative staff; extract and verify the accuracy of enrollments/attendance data from district database and prepare special audits and reports; reconcile hours of pupil attendance for summer school, Saturday school and other hourly programs.
- Confer with principals and other school site staff regarding audit findings and recommend methods to correct areas found to be out of compliance.
- Analyze and make recommendations for changes to enrollment and attendance procedures at school sites and the maintenance of school site and district records to ensure accuracy and completeness; review data from student information system to ensure accuracy of ADA data being reported to the state.
- Serve as a lead to other attendance accounting staff, provide training, and ongoing instruction to new and existing school site staffs in proper methods of maintaining accurate enrollment and attendance records.
- Prepare and update attendance accounting manuals for use by principals, faculty and site staff; maintain procedures governing work routines; review and explain applicable district policy and procedures, state rules and regulations, accounting manuals and education code as required and responds to general inquiries related to pupil accounting.
- Analyze and report county and state required/requested reports.
- Review, analyze, and report on new and proposed legislation that may impact pupil accounting functions and recommend revision to procedures as necessary.

IV. Employment Standards

A. Knowledge of:

- Technical aspects of field of specialty.
- Reading and writing English communication skills.
- Standard office procedures.
- The application of accounting principals, systems and procedures.

B. Ability to:

- Explain state and federal regulations and district procedures related to pupil attendance accounting functions.
- Organize and analyze statistical data.
- Perform computational tasks with speed and accuracy; able to keyboard.
- Prepare clear, concise, written and oral reports and recommendations.
- Train and lead the work of others.
- Operate standard office equipment including microcomputers and related software applications.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain records.
- Read, apply, and explain rules, regulations, policies, and procedures.

C. Education/Training/Experience:

Any combination of training, experience, and/or education equivalent to a degree in business administration or accounting or four years of recent, progressively responsible, full-time paid, accounting-clerical, fiscal-clerical, or financial-clerical work experience of acceptable level and quality.

D. Licenses/Certificates:

Possess a valid California driver's license and availability of private transportation.

E. Working Conditions:

Environment:

- Office setting and driving to school locations.

Physical Requirements:

- Hearing and speaking to exchange information; seeing to perform assigned duties.

- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Date: August 7, 2003 Revised March 22, 2007

Range: 34

Work Year: 12 Months

Job Class 8631