

JOB TITLE: ATTENDANCE DATA TECHNICIAN

REPORTS TO: CHIEF OPERATIONS OFFICER

SALARY SCHEDULE: CLASSIFIED SALARY SCHEDULE C3

CLASS CODE: 7863

Scope of Responsibilities

Assists with all aspects of district student data reporting. Assists schools in reconciling student attendance data. Troubleshoots issues within student data system. Assists the Chief Operations Director, DPP and the Superintendent.

Performance Responsibilities

1. Assists staff with all aspects of district student attendance reporting, including the reconciliation of student attendance data.
2. Assists staff in troubleshooting issues within student data system.
3. Prepares specifications for ad-hoc reports. Produces reports from student data system.
4. Assists in preparing, maintaining and updating data/information.
5. Generates historical reports for various school district staff as needed.
6. Prepares parent notifications and court case information for use by DPP.
7. Prepares non-resident students contracts.
8. Monitors and maintains student tuition account information.
9. Maintains cumulative files for former students.
10. Maintains and creates transportation schedule; logs trip activity and mileage.
11. Maintains transportation personnel files.
12. Orders district custodial supplies.
13. Prepares purchase requests for annual maintenance contracts; schedules maintenance inspections.
14. Receipts monies for Board office and Wrap Around program.
15. Answers telephone and greets Board office visitors.
16. Reports malfunction of equipment; schedules repairs.
17. Coordinator of Free and Reduced Application Management program.
18. Prepares annual and interim reports for district, state and federal programs.
19. Maintains accurate data and conducts analysis of data for reporting purposes.
20. Performs other duties as assigned by Superintendent.

Minimum Qualifications

1. High School Diploma or G.E.D.
2. Three (3) years responsible research and evaluation experience.
3. Three (3) years data processing experience.

4. Demonstrated ability to add, subtract, multiply and divide quickly and accurately.

Performance Responsibilities

Job responsibilities are primarily sedentary. Must be able to communicate effectively using speech, vision and hearing. Work requires the use of hands for simple grasping and fine manipulations. Work also at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.