

**JOB TITLE: DATA AND ATTENDANCE TECHNICIAN****DEFINITION:**

Under the direction of the Executive Director of Student Support Services, perform a variety of technical and analytical data integration as it relates to the District's Student Information System (SIS) and the State's California Longitudinal Pupil Achievement Data System (CALPADS). Maintain District attendance records and provide a variety of reports, and assure the timely and accurate mandatory reporting of all student attendance accounting for all District schools. Provide guidance and training to school sites and district departments as necessary regarding proper collection and input of data into the District Student Information System to assure District, State and Federal mandated guidelines are met.

ESSENTIAL FUNCTIONS:

- Coordinate and maintain requirements of the California Longitudinal Pupil Achievement Data System (CALPADS) by submitting CALPADS data uploads, resolve issues and coordinate with other District departments with data collection in preparation for submission of state mandated District reporting for CALPADS Fall 1, Fall 2, and EOY 1-4, and other State and Federal requirements, ensuring accuracy and integrity.
- Provide assistance to District and site office staff concerning Student Information System and the various functions associated with data entry for staff, teachers, student information and enrollment, generation of SSIDs, and attendance. Provide ongoing support with changes in the Student Information System and State reporting requirements.
- Assume full responsibility for the District's student attendance accounting function; assure the timely and accurate data entry of daily student attendance information at all District schools, and all District-operated programs, consolidate District-wide student attendance data and generate County, State and Federally mandated ADA reports including P-1, P-2 and Class Size Reduction, and Annual reports; submit reports according to legal requirements and timelines.
- Review and audit student attendance data and other assigned information using automated systems: generate computer records, reports and lists; maintain records and files in areas of responsibility.
- Train and assist school office personnel in the purpose and use of specialized student attendance accounting software.
- Assist Executive Director of Student Support Services in the performance of other complex and technical accounting assignments as assigned; maintain a variety of statistical and financial records as mandated by the County, State and Federal agencies in areas of assignment as required.
- Gather, verify, code and review financial and statistical data and documents to assure accuracy, completeness and compliance with District policies and procedures and applicable governmental regulations; prepare and process a variety of financial and statistical documents related to assigned functions, accounts and funds.
- Communicate with County and District personnel and others to resolve problems, correct errors, obtain authorizations and exchange information.
- Collect and report Civil Rights Data Collection (CRDC).
- Perform related duties as assigned.

Secondary Functions:

- Assist with other accounting tasks as assigned.

EXPERIENCE AND EDUCATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



Education and Experience:

Any combination equivalent to: Graduation from high school including or supplemented by course work in accounting, business or related field and two years of experience in the preparation and maintenance of student attendance or accounting records and reports.

Licenses and other Requirements:

None are required for this classification.

Mental Demands

Language Skills:

Ability to: read, analyze, and interpret general business periodicals, journals, technical procedures, or governmental regulations; read, interpret, apply and explain program policies and requirements; write routine reports and correspondence using correct English; grammar, spelling, punctuation and vocabulary; communicate effectively with others in person or on the telephone.

Mathematical Skills:

Ability to: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; make arithmetic calculations quickly and accurately; identify and correct numerical discrepancies and errors.

Reasoning Ability:

Ability to: apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal effectively with problems involving several concrete variables in standardized situations; learn quickly and apply specific rules, policies and procedures of the programs and functions to which assigned.

Other Skills and Abilities:

Demonstrate knowledge of:

Basic accounting and auditing principles, practices and procedures.

Student attendance accounting.

Financial and statistical record-keeping techniques.

Modern office practices and procedures.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills including tact, patience and courtesy.

District organization, operations policies and objectives.

School Accounting Manual and school district business functions.

Demonstrated abilities to:

Maintain accounts payable and other assigned records and accounts independently and handle multiple assignments simultaneously.

Perform clerical accounting work in the preparation, maintenance and review of District financial reports.

Assure compliance with applicable District policies, procedures and governmental regulations.

Interpret, apply and explain rules, regulations, policies and procedures.

Operate a variety of office equipment and machines such as typewriter, calculator, copier and computer.

Communicate via email.

Prioritize assignments to meet schedules and time lines.

Work independently with little direction in a responsible and organized manner.

Establish and maintain effective and cooperative working relationships with others.



PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Body Movement:

Regular Activities: sit for long periods of time; use hands and fingers to operate office machines and computer keyboards; reach with hands and arms; bend, stoop, kneel or crouch to access files; speak clearly and distinctly on telephone and to provide clear information orally; hear and understand voices over the telephone or in person.

Lifting Requirements:

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

Vision Requirements:

Ability to: see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment:

District Office environment; subject to frequent interruptions, demanding timelines and contact with District employees and the public. The work environment is usually quiet but is sometimes moderately noisy because of noise from equipment or sounds of voices. May need to visit District schools to train school office personnel in the use of specialized school software.

Exposures, Risks and Hazards:

Normal risks and hazards associated with computer operation.

Adopted by the Governing Board: August 10, 2021



APPLICATION PROCEDURE: Official application forms and related materials must be correctly completed and submitted on www.edjoin.org no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

EXAMINATION: Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

TUBERCULOSIS TEST OR CHEST X-RAY: Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

AUTHORIZATION TO WORK REQUIREMENTS: Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

SALARY INFORMATION: Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER