

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED SEPTEMBER 2009
RANGE: 40.5
CLASSIFIED
CODE: NONE

STUDENT DATA/ATTENDANCE CLERK II

DEFINITION

Under the direction of the Department Director or School Principal, perform a variety of duties related to the management of student data, including but not limited to: student attendance, program analysis, student counts served through special projects, annual reporting of student data, and weekly, monthly and annual student counts.

The Student Data/Attendance Clerk II is responsible for student attendance accounting and record management involving the use of manual and computer-assisted record management, storage and retrieval systems;

prepare a variety of related reports, and summaries;

perform regular internal audits of procedures and practices associated with attendance accounting;

do other related work as required.

EXAMPLES OF DUTIES

Under supervision, establish, collect, organize and maintain spreadsheets on weekly, monthly and annual student attendance data and classifications for reporting and program planning purposes;

prepare reports for student data collection, including CBEDS (California Basic Educational Data System), and State required attendance reports;

assist in the establishment of data collection systems and coordination of timelines for special projects reporting;

prepare enrollment and scheduling documents;

assist site personnel in student management system and student attendance questions;

make arithmetical calculations regarding student attendance;

operate a computer terminal in posting to student data management, storage and retrieval;

keep current in legal requirements for student data, attendance and other record retention;

perform internal audits of attendance accounting practices;

compile student attendance information from multiple sites;

upload CBED information through CSIS (California School Information Services) and verify the accuracy of the data;

research and correct all discrepancies related to the attendance information including concurrent enrollment, exit reasons, and multiple ID's.

QUALIFICATIONS

Knowledge of:

Methods, practices, and procedures pertaining to student attendance management and reporting requirements;

schedule development and spreadsheet management;

attendance accounting requirements associated with schools operated by the county office of education;

student attendance reports preparation;

computerized student management/attendance systems.

Ability to:

Answer site and division level questions regarding student attendance and tracking;

establish and keep current attendance tracking for projection and reporting purposes;

make arithmetical computations with speed and accuracy;

understand and carry out oral and written directions;

initiate reports and projections as needed;

skillfully operate computer terminals.

Experience:

Two (2) years of responsible and varied secretarial and clerical experience that includes experience with student attendance and/or student data management at the school or district office level.

Education:

Education equivalent to the completion of the twelfth grade, supplemented by training or coursework in spreadsheets, database, word processing, computerized student management system, and simple accounting procedures.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

12/1715

G:\Student Data Attendance Clerk II.doc