NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203
JOB DESCRIPTION

ATTENDANCE SPECIALIST

Purpose Statement

The job of Attendance Specialist was established for the purpose/s of ensuring accurate attendance accounting within the district; providing general clerical support, information and/or direction; resolving attendance related issues; ensuring compliance with state reporting and documenting requirements; and conveying attendance and discipline-related information to Administrators.

This job reports to Administrator/Supervisor

Essential Functions

- Communicates with students, teachers, parents, district employees, etc. (e.g. courtesy calls to parents, attendance history, parent letters, passes to students, etc.) for the purpose of resolving problems and coordinating activities and processes.
- Maintains confidential and non-confidential documents, files and records (e.g. TSIS updates, field trip rosters, daily absences, disciplinary reports, extended absence reports, in-school attendance, out-of-school suspension, etc.) for the purpose of providing up-to-date reference and audit trail.
- Operates automated student attendance system (e.g. recording data, generating cyclical reports, writing requests for data, etc.) for the purpose of accurate tracking and documentation of student attendance information.
- Prepares written materials (e.g. letters to parents, daily attendance roster, reports, memos, passes, discipline referrals, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches discrepancies of attendance information and/or documentation (e.g. falsified telephone calls or notes; parent inquiries of absence, etc.) for the purpose of ensuring accuracy and compliance with procedures.
- Responds to inquiries of staff, other educational institutions, DuPage County Health Office, the public, parents and/or students for the purpose of providing information and/or direction.
- Supports assigned school personnel (e.g. answer phones, oversee students in office, special committees, etc.) for the purpose of ensuring the efficient operation of the site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform

the functions of the job include: operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; working with detailed information; working with frequent interruptions; displaying tact and courtesy and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

10/2024