

JOB TITLE
SUPERVISOR ATTENDANCE
SYSTEMS DATA CONTROL/
STUDENT RECORDS

DIVISION
ADMINISTRATION

REPORTS TO
DESIGNATED DIRECTOR

SALARY SCHEDULE & GRADE
I I, GRADE 6

LENGTH OF WORK YEAR
260 DAYS

DATE
JUNE 13, 2011

SCOPE OF RESPONSIBILITIES

Coordinates the duties of the attendance and records clerks, serves as the liaison of the department to management information services, and assists in developing the implementation of the on-line student data base system.

PERFORMANCE RESPONSIBILITIES

1. Serves as liaison and technical consultant between pupil personnel and management information services to plan, develop and implement student data base programs and identify data errors for quality assurance.
2. Coordinates and oversees the maintenance and tracking of student records and transcripts to ensure a secure and systematic flow of pupil records between schools and the district's record office; including the process of digital imaging for archiving and electronic transfer of permanent student records.
3. Supervises and evaluates all clerical staff in the office of attendance, student records, and transcripts.
4. Provides student attendance and demographic information to legal, governmental and health agencies, public schools, and parents.
5. Provides direction, support and training material to school attendance and records clerks; develops and prepares policies and procedures to ensure the integrity of student demographic and attendance data.
6. Collaborates with state and district personnel to administer attendance and membership policies and procedures, and implement student information systems.
7. Maintains an accounting system for tuition pupils, including state contracts and transfers between school systems. Administers a pupil census of all school-age children, including private, parochial and home schools in Jefferson County, as directed by statute.
8. Participates in district technology meetings and serves on various district and state committees to plan and implement changes related to attendance and student demographics.
9. Researches, analyzes, and prepares data for student membership and attendance accounting for district and state statistical reports.
10. Performs other duties as assigned by the director.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Working knowledge of data processing functions and capabilities
3. Three (3) years experience with the Computerized Attendance System
4. Good typing skills

DESIRABLE QUALIFICATIONS

1. Ability to work with figures and multiple forms
2. Ability to understand statistical reporting
3. Dependability and ability to work independently
4. Efficient telephone manners and ability to deal with school staff and public