

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Attendance Services Specialist

JOB CODE: 4234

DEPARTMENT: Attendance

PAY GRADE: 25 (UO)

DATE: 3/30/01

BASIC OBJECTIVES

This is work of a technical nature, in coordinating the activities of several Reports Clerks and in the support of electronic devices and online systems. Work involves the support of administrative and school office personnel in the use of the Department of Education Edit Correction Online system; serves as an interface between the Department of Education and schools regarding FTE report preparations, Department of Education transmittals and maintains the online FTE system. The work is performed under the direction of an administrative superior, though considerable independent judgment and initiative regarding work priorities, methods, and procedures is required.

JOB TASKS/RESPONSIBILITIES

1. Assists Coordinator in FTE consultant activities to ensure maximum assistance to all FTE preparers; coordinates and verifies for accuracy the typing of school level FTE reviews done by FTE Support Specialists.
2. Assigns work to and reviews work of clerical staff to maintain work flow to meet deadlines; assists in interview process and provides training to new FTE staff.
3. Monitors and reviews daily attendance reports of all Pre-K-12 schools to verify attendance bulletins are printed on a daily basis.
4. Provides assistance in making recommendations regarding: User/System problems, system enhancements, and system requirements in regards to accurate reporting of FTE and attendance.
5. Analyzes school-level reports on FTE surveys and prepares FTE reports and amendments for submission to the State Department of Education.
6. Provides support to schools, charter schools, District offices, OIT and individuals outside of the school system regarding M-DCPS FTE and attendance procedures.
7. Monitors the process of deletion of individual student ID numbers when more than one number has been assigned and reported to the Department of Education. This involves transferring DECO student data from the incorrect number to the correct number for all applicable FTE surveys.

8. Monitors input of restricted data of FTE reporting in the Department of Education Edit Correction Online system.
9. Prepares semi-annual report for the United States District court and assists in preparation of various state FTE audit documents.
10. Orders through online CICC system, reviews and distributes various Dept. of Education printouts to appropriate district personnel.
11. Edits and updates Attendance/FTE Procedures and forms for each school year.
12. Prepares percentage of attendance commendation letters for superintendent's signature.
13. Monitors completion of Certification of Principal's Report on attendance for each grading period, summer and end of year.
14. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: walking, sitting, grasping, talking, finger dexterity, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. High school diploma or equivalent recognized certificate and four (4) years experience in school secretarial/clerical or school administrative support work

OR

Associates degree and two (2) years experience in school secretarial/clerical or school administrative support work.

2. Knowledge of M-DCPS online systems: ISIS and PARIS.
3. Knowledge of School Board Rules, District policies and procedures, State Department of Education Rules and Policies pertaining to attendance and FTE accounting and reporting, teacher certification, exceptional student; dropout prevention, ESOL and vocational programs.
4. Must demonstrate competency by passing the appropriate clerical examination.