

CLASSIFIED JOB DESCRIPTION

JOB TITLE: Attendance/Payroll Technician; Systems Coordinator	LEVEL: (on salary schedule)
REPORTS TO: Administrator	EVALUATED BY: Administrator
Work day:	8 hours
Work schedule:	7:45am – 4:45pm
Annual number of work days:	197 + additional days as assigned
Personal days:	10
Paid holidays:	0
Qualifies for benefits:	Yes

DESCRIPTION

Employee performs a variety of multifaceted systems coordinator functions, constantly updating knowledge of applicable software; performs clerical duties requiring good communication skills; utilizes specialized knowledge and judgment involving frequent and responsible public contact; maintains and ensures confidentiality of private information; provides timely entry of a variety of attendance and other data into various complex computer software programs; executes semi-monthly payroll for all staff; performs other duties as assigned.

DUTIES & RESPONSIBILITIES:

Technology Functions

1. Uses excellent computer skills
2. Understands and skillfully uses a variety of computer software including but not limited to: Word, Excel, Outlook, Aeries Student Information system, ESCAPE Technology, California Basic Educational Data System (CBEDS), California Longitudinal Pupil Achievement Data System (CALPADS), Principal Apportionment Revenue & Attendance Data Collection Software, Testing Operations Management System Resources (TOMS) for California Assessment of Student Performance and Progress (CAASPP), Titan School Solutions for school lunch program
3. Acts as primary liaison with Aeries tech support
4. Uses internet for research
5. Coordinates updates to school website

Administrative Functions

1. CALPADS LEA
2. Aeries Coordinator
3. CBEDS Coordinator
4. Civil Rights Data Collection Coordinator
5. Student Master Schedule Coordinator
6. Titan School Solutions Coordinator

Attendance Functions

1. Oversees and maintains attendance logs and files
2. Calls families to clear unverified absences, or over 30-minute tardiness
3. Provides accurate and timely entry of a variety of attendance information, and other data into various software programs
4. Compiles and summarizes data on student enrollment and attendance
5. Performs attendance accounting: daily attendance, monthly attendance, period attendance
6. Prepares and types School Attendance Review Board (SARB) letters, forms, records, reports, statistical information, and other documents
7. Represents LEA (Local Educational Agency) for attendance reporting and staff reporting
8. Implements strategies developed by administrator to address chronic student absenteeism
9. Coordinates attendance awards program as directed
10. Makes attendance records available for audit

Payroll Preparation

1. Monitors and prepares payroll functions within established deadlines

2. Reviews all classified and certificated time cards and payrolls, which includes regular and substitute employees and overtime compensation, to verify they are in accordance with contracts
3. Reviews payroll reports to ensure employees are being paid accurately
4. Reviews and corrects voluntary and involuntary payroll deductions
5. Gives assistance with the processing and monitoring of employee leaves

General Office

1. Greets and screens visitors cordially (secondary receptionist); provides accurate information; attends to visitors' needs
2. Maintains office presence while performing a variety of duties
3. Communicates well with administrator, other office staff, teachers, students, families, and the general public
4. Maintains visitor log and student check-in/check-out log
5. Operates multiline telephones (secondary answerer); uses professional, helpful, courteous manner; screens calls
6. Assists with lunch fundraiser orders and payments
7. Receives monetary donations, writes receipts, and delivers donations to business manager
8. Operates and learns various office machines; understands copy machine functions; assists others to make copies
9. Takes responsibility for upkeep of a clean, beautiful, welcoming front office; removes out of date/inappropriate flyers from office windows;
10. Posts and files Charter Council Agendas and Charter Council Minutes as directed.

Health

1. Provides first aid (secondary responder) to students and staff
2. Administers student medication as directed

Safety

1. Participates in emergency drills and procedures

EMPLOYMENT STANDARDS:

Knowledge of: State laws and regulations governing areas of responsibility

Ability to:

1. Rapidly learn methods and materials used in a variety of situations
2. Independently learn and master new computer software
3. Work with minimal supervision
4. Be punctual and meet all schedules and deadlines
5. Maintain confidentiality
6. Exhibit flexibility
7. Maintain order and efficiency in the busy front office
8. Communicate appropriately in a personable manner with children, parents, co-workers, school administration, and the public
9. Understand and carry out oral and written instructions
10. Read, interpret and apply rules, regulations and policies
11. Use English in oral and written form, using correct grammar, punctuation and spelling
12. Use a computer with excellent competency
13. Use with proficiency: Microsoft Word, Excel, Outlook and social media
14. Prioritize clerical tasks
15. Perform advanced clerical functions
16. Perform arithmetic calculations
17. Perform accurate recordkeeping
18. Master numerical, alphabetical and subject-matter filing systems
19. Operate standard office equipment
20. Sit or stand for prolonged periods

DESIRED QUALIFICATIONS AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily.

1. High School Diploma or equivalent
2. Three years prior job experience in clerical and office administration

3. Excellent computer competency
4. Proficiency with Microsoft Office Suite (on site test required)
5. Ability to multitask and problem solve
6. Capable of taking initiative to undertake projects and to learn new skills
7. Excellent oral and written communication skills
8. Bilingual in English and Spanish desirable (fluency may be assessed)

LICENSES AND OTHER REQUIREMENTS:

1. Pass criminal history background check
2. Evidence of negative tuberculosis test within last 4 years
3. Possession of valid CPR certificate and basic first aid certificate, or ability to obtain certification within 6 months of hire
4. Valid CA driver license

ENVIRONMENT:

Noisy, busy environment that includes comings and goings of elementary-aged children and their parents; must be able to drive or travel as a passenger in a car, sometimes for hours, to attend meetings and training sessions. Exposure to ill children, head lice, infectious agents, disease, bodily fluids.

PHYSICAL ABILITIES:

Seeing to read a variety of materials; hearing and speaking to exchange information; speaking so that others may understand at normal levels and on the telephone; dexterity of hands and fingers to operate a computer keyboard and other equipment for frequent and extended periods of time; sitting, standing, walking, twisting, stooping, crouching, kneeling, bending over at the waist, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-25 pounds to waist height.

HAZARDS:

Driving a vehicle during adverse weather conditions.