

**RANGE N05**

**JTC NO. CAW  
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Richland Collegiate High School Attendance Coordinator

**DATE PREPARED:** Summer 2010

**DATE REVISED:** Summer 2012; Summer 2013; Spring 2015; Spring 2017

**GENERAL SUMMARY:**

A highly technical position responsible for collecting and inputting attendance information into a Texas Education Agency (TEA) approved software system.

Applies appropriate coding to high school students' attendance records. Requires extensive knowledge of TEA attendance rules and regulations. Conducts independent audits for TEA attendance records/procedures to determine the accuracy and completeness of students' records. Reviews the effectiveness of attendance procedures and ensures compliance with TEA policies and procedures.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Oversees proper reporting and recordkeeping related to student attendance and enrollment including transfers, withdrawals, and statistical reports.
- Coordinates, plans, and implements on-going attendance training for instructional faculty, staff, parents, and students.
- Collects and enters attendance data into established database and verifies accuracy according to established procedures.
- Creates and distributes attendance forms to faculty.
- Prepares and prints attendance reports.
- Maintains physical and computerized attendance records.
- Assists parents, students, and high school staff with questions regarding student attendance.
- Calls parents to verify student absences.
- Reports all attendance problems to designated administrator.
- Maintains student confidentiality.
- Informs parents of student absences by use of the call processing software system.

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**PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued**

- Maintains a regular filing system including the monthly attendance.
- Types and files reports to various local and state agencies.
- Maintains appropriate manuals, policy bulletins, forms, etc.
- Maintains documentation for all attendance hearings.
- Initiates truancy process.
- Coordinates Saturday School.
- Ensures compliance with Texas Education Agency attendance guidelines.
- Conducts bi-yearly audits of all attendance documents for accuracy.
- Reviews Public Education Information Management System (PEIMS) attendance data for accuracy.
- Ensures all classes submit attendance forms (RCHS students); works with school deans to collect missing attendance forms.
- Collects maintains, archives appropriate documentation for attendance, and student withdrawals.
- Works with RCHS registrar to ensure correct PEIMS coding for students.
- Supervises full or part-time staff.
- Performs other duties as required.

**REPORTING RELATIONSHIP:**

Reports directly to Richland Collegiate High School Principal.

**PHYSICAL EFFORT REQUIRED:**

Works with light, easy to handle materials requiring little physical effort.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Bachelor's degree or higher plus four years of experience in an office position or Associate's degree plus six years of experience in an office related position. Must have one-year supervisory experience on full time staff. Advanced knowledge of computer applications related to department functions. Ability to access and input student records to generate a variety of reports. Communication skills to support explanation of policies and procedures related to admissions and interpretation of regulations to students/prospective students, staff and the general public from diverse backgrounds. Strong knowledge and experience providing effective customer service.

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**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS: - continued**

Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

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Revised: 08/2012 – emm  
Created: 09/2013 – emm  
Revised: 04/2015 – emm  
Revised: 1/2017 - emm