

East Side Union High School District

Job title: Attendance Accounting Manager/International Student Coordinator

Description of Basic Functions and Responsibilities:

Attendance Accounting - Under the direction of the Director of Finance manages the District's Attendance Accounting process. Oversees, advises and supports site attendance accounting staff. Manages and evaluates District Office attendance accounting staff. Assists staff with and performs highly responsible accounting functions for gathering, interpreting, evaluating, and reporting attendance related reports to the schools, district, county, and state; and serves as a source of information on attendance procedures for district, county, and state programs regarding compliance with the California Education Code, California State law, District policy, and District regulations. This position receives minimal supervision within a framework of standard policies and procedures and functions at a highly skilled, technical, and specialized level of expertise. This position may provide training/workshops in Attendance Accounting for attendance staff and administrators. This position is responsible for auditing and advising school sites on appropriate attendance accounting procedures; apprising district on appropriate California Education Code and California State law on attendance procedures and Average Daily Attendance (ADA) recovery programs; provides training to school sites and district on reporting practices and record keeping; reviews and confirms the integrity of the District's attendance accounting process; acts as liaison between the County Office of Education attendance officer, the District, and school sites

International Student Program – Under the direction of the Associate Superintendent, Business and Operations (Designated School Official (DSO)) and the Director of Finance the International Student Coordinator (Primary Designated School Official (PDSO)) will oversee the planning and execution of international student recruiting, activities and events; oversees the organization of the arrival and orientation of all new international students for fall and spring enrollment; serves as the day-to-day contact for coordinating international student orientation (Fall, Spring, and Summer); develops the international orientation dates and schedules and communicates with all involved schools, students, and host families; develops a schedule of international student-related field trips during the academic year; oversees the planning and coordination of other events such as site visits by recruiters, parents, and other interested parties; assists with the coordination of international student ELD testing, school placement, and related counseling maintains international activities calendar and effective communication of events to appropriate stakeholders; provides support in the areas of international recruitment, communication, and marketing as needed; provide liaison with all external agencies including the Student Exchange and Visitor Program (SEVIS), recruiters, home stay providers, San Jose City College, and other applicable agencies, manage and update all information within SEVIS to ensure the district's legal compliance with applicable laws and regulations; establish and maintain membership with professional organizations; engages in training and activities to develop further professional expertise.

Supervisor: Director of Finance

Typical Duties of Attendance Accounting Manager:

Oversees the coordination and setting of timelines for the gathering of attendance related reports from school sites and verifies the accuracy of the reports; makes corrections as needed and notifies sites

Reviews and may develop regular and specialized attendance reports.

Assesses attendance patterns and develops reports along with recommendations to upper management for attendance improvement

Transfers school site reporting data to spread sheets for cumulative attendance and enrollment reporting to the District, County, and State

Responds to questions and provides instruction and assistance, including visits to sites, to personnel performing attendance accounting duties

Oversees the audits of school site attendance practices and procedures

Works cooperatively with Information Systems on effecting district changes in computerized attendance accounting systems

Collects data and prepares apportionment attendance and enrollment reports for the County Office of Education on an annual basis

Keeps current on changes in enrollment and attendance requirements and reporting procedures issued by the State Department of Education; confers with County and State on interpretation of California Education Code provisions on attendance and enrollment

Issues bulletins and memorandums to sites regarding changes in reporting requirements and procedures for student attendance accounting

Develops reports, letters, memos, and other correspondence related to assigned functions

Operates computer terminal to input/maintain/research assigned records on student system and mainframe system

Keeps all attendance reports from the school sites and district and required by law for accessibility to the district administration and auditors

Attends meetings as directed by district administrators to assist with the delivery and dissemination of information and to advise on appropriate ADA policies and regulations, confirming such information has been disseminated

Prepares materials for and make presentations to various school sites and administrative groups

Performs related duties as required

Typical Duties of the International Student Coordinator:

Serve as Principal Designated School Official (PDSO) for F-1 students

Assist incoming students with navigating the application process, paying the enrollment fee/ deposits, submitting appropriate immunization documentation, arranging for student testing, and coordinating appropriate orientations

Make referrals to and work cooperatively with other district resources including but not limited to: School Sites, and the Language and Minority Programs for ELD testing and placement

Provide liaison between international students and U.S. Federal agencies (i.e. SEVIS)

Maintain, deliver and assess comprehensive pre-arrival and orientation for incoming international students in collaboration with Language and Minority Programs Office

Provide regular updates in the SEVIS system regarding student status and transfers and accurately collect, track, and record required programmatic documents and reports

Regularly check status updates from SEVIS and ensure that the district maintains legal compliance

Develop and initiate field trips to enhance the international student's life outside of classroom and increase support for the program

Provide continuous update and review of guidelines, manuals, website, school information and marketing materials to promote the program

Maintain excellent communication with local recruiters, students, host families, and partners

Develop an annual recruitment plan with the DSO to assist with marketing and recruitment strategies to increase international student participation

Perform related duties as required

Employment Standards:

Knowledge of proper office methods and procedures, including filing systems, business correspondence, report writing, and communication techniques

Knowledge of general accounting/record keeping principles and procedures as related to school district financial and/or attendance accounting

Knowledge of attendance accounting guidelines from district, county, and state regarding special programs and curriculum

Knowledge of the California Education Code and California State law as it relates to attendance accounting and school curriculum

Ability to effectively manage and evaluate staff

Ability to operate a computer terminal or microcomputer, using spreadsheet, database, word processing, and specialized financial software

Ability to quickly identify problem areas or situations, isolate problem causes, and take appropriate action to resolve problem identified

Ability to understand SEVIS program requirements and Federal regulations

Ability to liaison with International Student partners including students, host families, recruitment partners, colleges, private schools, etc.

Ability to understand and implement a variety of complex directions without continuous supervision

Ability to establish and maintain accurate attendance records

Ability to record and prepare accurate financial and statistical summaries and reports

Ability to assemble, organize and analyze data in an effective and useful manner

Ability to apply rules and regulations to existing and proposed district programs

Ability to communicate effectively in both oral and written forms

Ability to operate a variety of standard office machines and equipment

Ability to establish and maintain effective working relationships with those contacted in the performance of required duties

Minimum Qualifications

Minimum of two years experience in California Public School attendance accounting. Minimum one year experience working with students at a school site or other education setting. Excellent written and oral communication skills, including experience with public speaking and the ability to present information in a clear and positive way to students from a variety of cultural backgrounds. Sensitivity and understanding of cultural differences, as well as proven experience working with diverse populations. Experience in working with microcomputer and electronic spreadsheet is required. An Associates degree in accounting or related field preferred. Experience in working with microcomputer and electronic spreadsheet is required. An Associates degree in accounting or related field preferred.

Board Approved: 03/23/2017