



Data and Attendance Coordinator (2019-2020)

Austin Achieve Public Schools is an open-enrollment public charter school with the mission to prepare the youth of East Austin to attend and excel at the nation's top colleges and universities. For more information please visit www.austinachieve.org.

RESPONSIBILITIES:

This position will have a variety of responsibilities, including but not limited to:

Attendance

- Serves as an expert in student attendance for the district
- Processes all corrections to daily attendance
- Coordinates with the Front Offices to ensure attendance is posted by teaching staff
- Oversees student & staff attendance data processes & ensures that it is reconciled & accurate each day
- Collaborates with front office teams and campus staff as needed to maintain highly accurate and up to date attendance information
- Process medical notes
- Maintain attendance binders

Reporting

- Provides attendance reports for families as requested through the front office
- Update and share the excessive absence data each week
- Assist the Director of Information Management with 6-week reports to the Foundation Schools Program
- Reports attendance data to Information Management dashboard

Information Management and Compliance

- Assists the data and compliance manager in ensuring enrollment data is quickly and accurately entered into the student information system.
- Tracks and collects vaccination records for students, ensuring all students' immunizations are up-to-date
- Maintains ongoing accuracy of all student records (in both the student information system and in our paper-based cumulative folders) through the creation and implementation of robust systems and processes
- Supports requesting students records from the state, other schools, and parents, and the transfer of AAPS records to those stakeholders.
- Assists in the student withdrawal process including coordinating with all responsible parties.

QUALIFICATIONS:

- Understanding of Student Attendance Accounting Handbook (SAAH)
- Spanish fluency preferred
- Excellent computer skills including Microsoft Office and G Suite - Especially Spreadsheet applications
- Previous experience with data entry and/or data management preferred
- Excellent organizational, verbal, and written skills
- Demonstrated attention to detail
- Self-motivated and driven to seek solutions with limited prompting

COMPETENCIES:

- Unwavering commitment to AAPS mission, scholars, families, and community
- Willingness to work autonomously, collaboratively, and/or under the direction of senior staff (as needed)
- Acute attention to detail coupled with the ability to think and act strategically
- Flexible and able to multitask; can work within an ambiguous, fast-moving environment
- Desire to continuously learn and increase effectiveness as a professional
- Willingness to go above and beyond to meet the needs of AAPS scholars

STATEMENT OF NON-DISCRIMINATION:

In keeping with our beliefs and goals, no employee or applicant will face discrimination/ harassment based on: race, color, ancestry, national origin, religion, age, gender, marital/ domestic partner status, sexual orientation, gender identity, disability status, or veteran status. People of diverse backgrounds are strongly encouraged to apply.



PUBLIC SCHOOLS

**Please note that this job offer is contingent on passing a background check*