

### Class Concept

This is consultative work in the area of pupil registration, attendance, teacher allotment, and teacher load. Employees audit individual schools within an assigned area to review teacher registers, investigate the use of state allowed teachers and teaching loads, and assist school personnel in maintaining uniform school enrollment, membership, and attendance records. Work includes the formulation of data and regulations for the improvement of teacher policies. Work is subject to review by a section chief through periodic reports and conferences and is evaluated by the effectiveness of overall results obtained.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- General knowledge of school administration.
- General knowledge of policies and procedures involving the maintenance of school registration and attendance records.
- General knowledge of policies involved in the allocation of teachers.
- Ability to formulate and express ideas and stimulate others to accept efficient methods of keeping registration and attendance records.
- Ability to prepare clear and comprehensive reports of survey findings.
- Ability to review data in student information systems for auditing and reporting purposes.
- Ability to establish and maintain effective working relationships with school administrators, teachers, and the general public.

#### Minimum Education and Experience

Bachelor's degree in education, business, accounting, or related field from an appropriately accredited institution, and three years of consultation or auditing experience in public education which is specifically related to assigned work; or an equivalent combination of education and experience.