

Job Title:	PEIMS Clerk	Wage/Hour Status:	Hourly
Reports to:	PEIMS Manager	Pay Grade:	306
Dept./School:	Information Technology	Date Revised:	June 6, 2024

Primary Purpose

Verify campus information electronically in the student system for enrollment, grading, withdrawals, attendance, schedules, and Public Education Information Management System (PEIMS)/Texas Student Data System (TSDS).

Qualifications**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of high education

Special Knowledge/Skills

- Passing score on District's clerical SET test
- Demonstrated knowledge of the PEIMS/TSDS Data Standards and the Student Attendance accounting Handbook
- Knowledge of District and school policy and procedures pertaining to the Student Information System
- Demonstrated knowledge and abilities pertaining to personal computers
- Demonstrated knowledge of state regulations, District and school rules concerning attendance and residential requirements
- Strong organizational, communication and interpersonal skills

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Maintain files and scan reports, records and other documents required for PEIMS/TSDS submissions and/or audits.
2. Perform data entry as required for PEIMS/TSDS.
3. Assist with data entry & clerical support in the areas of, but not limited to, registration, PEIMS, attendance, and other essential office duties.
4. Keep abreast of policies and procedures outlined in the PEIMS/TSDS Data Standards and Student Attendance Accounting Handbook.
5. Assist with reviewing the Teacher Reconciliation Reports and attendance reviews for the 6-week period.
6. Assist with filing, receiving, and verifying of teacher "dailies" and weekly reconciliations.
7. Work closely with campus staff to research, correct and submit documentation for PID/PET errors
8. Work closely with campus staff to research, correct and submit documentation for Duplicate Enrollment and Unique IDs.
9. Maintain TEASE applications submitted to TEA.
10. Coordinate room availability for PEIMS/TSDS Training and Clearing.
11. Collect, assemble, and disseminate documentation for PEIMS/TSDS training.
12. Attend PEIMS/TSDS Training.
13. Assist PEIMS/TSDS Data Quality Analyst during PEIMS/TSDS Clearing.
14. Post training attendees for Student System and PEIMS/TSDS training to the Professional Development System (PDS).
15. Receive and record orders for supplies, equipment, or service.
16. Generate travel requests for supervisor.
17. Manage non-duty requests and verify completeness and accuracy of forms.
18. Assist in the maintenance of the budget for PEIMS Support Services
19. Make copies, faxes, and perform other clerical duties.
20. Cover phones in the PEIMS Support Services Area.
21. Assist with data collection data for TEA Audits.

- 22. Prepare for internal/external audits, as required.
- 23. Improve skills through training and share knowledge with other campus level users.
- 24. Keep abreast of District, federal, state, and local policies.
- 25. Perform other duties as assigned by supervisor.

Equipment Used

Personal computers, laser printer, fax machine, copier/scanner, and calculator.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; work with frequent interruptions; work occasional prolonged and irregular hours; use repetitive hand motions; use computer for long extended of time.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.