

<b>Job Title:</b>	PEIMS Clerk Elementary	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Principal	<b>Pay Grade</b>	305
<b>Dept. /School:</b>	Assigned Campus	<b>Date Revised:</b>	November 16, 2022

**Primary Purpose**

Serve as the custodian of pupil records by maintaining complete and accurate cumulative folders. Process information for enrollments, withdrawals, attendance, schedules, and PEIMS.

**Qualifications****Education/Certification**

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

**Special Knowledge/Skills**

- Passing score on district's clerical SET test
- Demonstrated knowledge and abilities pertaining to PC computers
- Knowledge of grade reporting, scheduling processes, PEIMS data collection, and student records
- Knowledge of district and school rules, state regulations concerning attendance and residential requirements
- Specific knowledge of attendance accounting procedures
- Ability to work with the public and communicate effectively

**Experience**

Two (2) years of general clerical or secretarial experience

**Major Responsibilities and Duties**

1. Facilitate maintenance of computer applications by serving as campus liaison with Information Technology and Student Systems.
2. Provide for maintenance and security of computer, file server, and backup system, including network and school system passwords.
3. Generate labels for calendar cards, nurse's health records and other labels requested by faculty and staff.
4. Maintain, process, and print data related to attendance including excessive absence letters and court ordered warning.
5. Assist truant office in verifying residence by providing data and reports as requested.
6. Maintain accurate computer attendance accounting records for auditing purposes.
7. Coordinate school registration schedules and procedures along with supervisor.
8. Register new students by verifying, recording, and inputting required information according to district regulations.
9. Document completion of Pupil Transfer Requests.
10. Establish procedures and process data for summer school program. Transfer data on summer school students to diskettes and delivers to summer school sites.
11. Coordinate the transfer and withdrawal of students by completing transfer and withdrawal forms and forwarding completed cumulative folders to the receiving school whether in EPISD district or to another district.
12. Establish and administer procedures for the retention and safekeeping of student records for seven years including backups and supportive documentation.
13. Retrieve cumulative folders for students transferring from another school and updating information as needed.
14. Prepare transfer of school cumulative folders for students transferring to middle school for the next school year.
15. Assign homeroom and balances class loads placing students in appropriate grade levels.

16. Identify federally connected students and obtain information for Federal Survey forms verifying accuracy of information.
17. Coordinate compilation of information from Federal Survey forms and is responsible for the delivery of completed forms to Pupil Services.
18. Ensure that applicable information concerning disciplinary actions (Code 425 PEIMS) computed and proper documentation kept in school files. Reports should concur with information maintained with the Pupil Services Department.
19. Gather PEIMS data from special education LEP coordinator and at-risk counselor for reporting and funding purposes.
20. Provide Texas Education Agency with reports on PEIMS data as required.
21. Work closely with school personnel.
22. Monitor and update student's demographic information.
23. Perform applicable computer operations as outlined by TIS, such as printing progress reports and report cards.
24. Keep current on district, federal, state, and local policies.
25. Improve skills through training and shares knowledge with other campus level users.
26. Troubleshoot student system computer problems at campus level.
27. Perform assigned duties for school year and summer school session.
28. Perform other duties as assigned by supervisor.

**Equipment Used**

PC Computers (DELL), File Server, LaserJet 5 Printer, fax machine, copier, Risograph and calculator.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, works with frequent interruptions. Occasional prolonged and irregular hours. Prolonged use of computer, repetitive hand motions.

**Terms of Employment**

217 days; hourly rate to be established by the Board of Trustees  
Additional days may be assigned for summer school; days will be compensated.

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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: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.