

Job Title:	PEIMS Clerk HS /M	Wage/Hour Status:	Hourly
Reports to:	Principal	Pay Grade:	305
Dept. /School:	Assigned Campus	Date Revised:	September 14, 2022

Primary Purpose

Enter data relative to student records and PEIMS as required by the district and state (TEA) under the supervision of the principal.

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
- Knowledge of computer technology and data/entry processing
- Knowledge of student records and PEIMS data collection
- Knowledge of district and school rules, state regulations regarding attendance accounting procedures
- Strong organization, communication and interpersonal skills

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Post grades.
2. Process information pursuant to the maintenance of accurate student records.
3. Facilitate maintenance of computer applications by serving as campus liaison with Technology and Information Systems/Student Systems.
4. Provide for maintenance and security of computer, file server, and backup system, including network and school system passwords.
5. Generate labels for calendar cards, nurse's health records and other labels requested by faculty and staff.
6. Establish procedures to load information on diskettes for teachers for Inter Grade Book Program in their laptop computers.
7. Handle the collection and reporting of PEIMS data.
8. Coordinate compilation of information from Federal Survey forms to include proper dissemination of information.
9. Coordinate teacher substitutes and covers using TEAMS system.
10. Assist with local, state, and federal budgets, vendors, and AS400.
11. Processing and extracting PEIMS information.
12. Generate and forwards School System reports regarding scheduling and grading.
13. Oversee School system processes: upload, backup, reorganization, and PC anywhere.
14. Generate teacher Intergrade program.
15. Troubleshoot computer and technical problems on administrative computers for TIS.
16. Responsible for upkeep, maintenance, sending, and receiving on fax machine.
17. Performs assigned duties for school year and summer school session.
18. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

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

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

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

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: _____

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.