

Job Title: PEIMS Clerk

Exemption Status/Test: Nonexempt

Reports to: Principal

Date Revised: 2021

Dept./School: Assigned Campus

Pay Grade: CA 2

Primary Purpose:

Maintain accurate attendance records for the campus. Under close supervision, perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades.

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills/Abilities:

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Excellent public relations, organization, communication, and interpersonal skills

Ability to use software to develop spreadsheets and databases, and do word processing

Ability to meet established deadlines

Experience:

Minimum two years data entry experience

Major Responsibilities and Duties:

Reception and Phones

1. Collect and enter attendance and PEIMS data into established database and verify accuracy according to prescribed procedures.
2. Maintain student records and process requests for student information and transcripts. Process new student records, including requesting transcripts and records from other schools.
3. Assist parents, students, and faculty with questions regarding student attendance.
4. Contact parents/guardians to verify student absences as needed and report attendance problems to designated administrator.

Other

5. Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.
6. Assist in campus office as needed.

7. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.
8. Demonstrate superior customer service with district staff, students, and community stakeholders.
9. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse, occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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.

Employee Name: _____

Employee Signature: _____ Date: _____