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Job Listings

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Type any part of the Job Title, Job Type, or Job Location to Search

Job Title	Posting Date	Type	Location	
Lifeskills Aide	04/17/2024	Classified	COMMUNITY TRAILS MIDDLE SCHOOL	Apply
Life Skills Teacher	04/16/2024	Certified	NESMITH ELEMENTARY	Apply
PK Teacher Pool (24-25)	04/16/2024	Certified	NESMITH ELEMENTARY	Apply

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Attendance/PEIMS Clerk (SY 24-25)

Job Description

Major Responsibilities and Duties:

Records and Reports


1. Collect and enter attendance and PEIMS data into an established database and verify accuracy according to established 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 administrators.
5. Compile, maintain, file and distribute all reports, records, and other documents as required following established procedures.


Other

Apply Now


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Applications will be accepted beginning **Monday, March 18, 2024 12:00 AM** (Central Standard Time)

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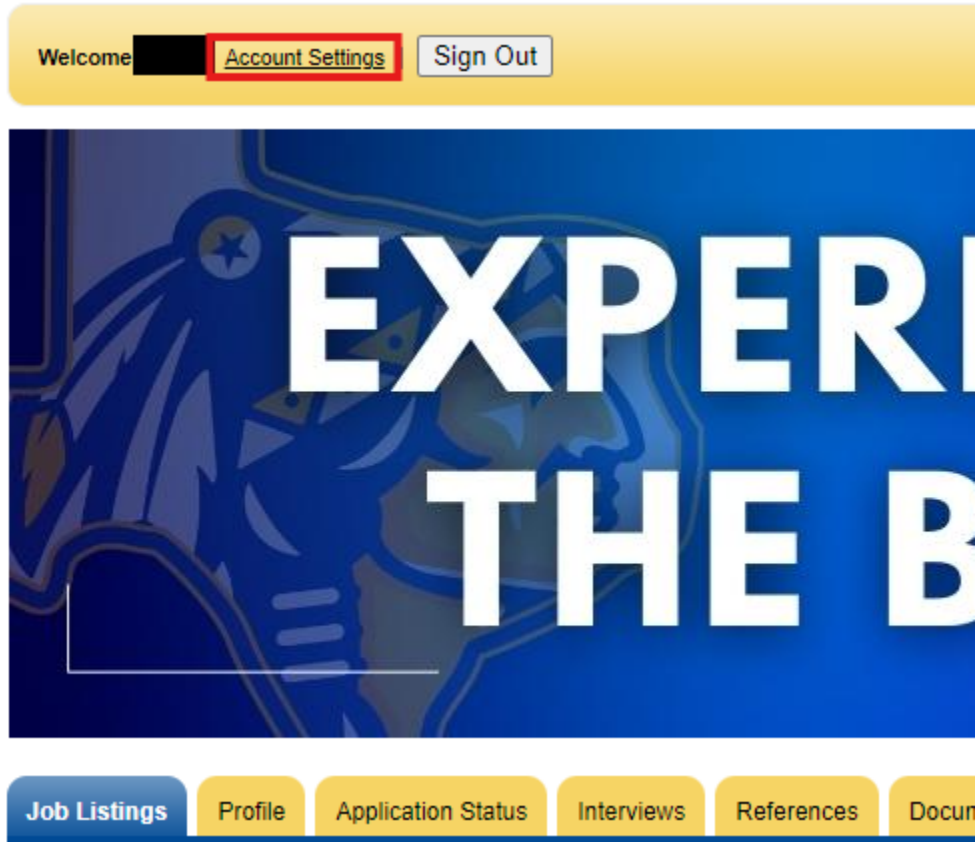
Email address

Don't have an account? [Sign up](#)



If you are a returning applicant and have not completed the new sign in process, you must click **Sign up**. Refer to [New Applicant Login](#) for more information.

Go to Account Settings



Change Account Type

FAQ

Once your application is complete, you will use your user name and the password that you create below to log into the Jobs area and to edit and update your application.

Enter your current valid email address. We will use the below email address for future correspondence.

Account Type **Internal**

[I am not a current employee](#)

Are you sure you wish change your account type?

Yes

No