



Job Title: Campus Administrative Assistant/PEIMS **Exemption Status:** Nonexempt
Reports to: Principal **Code:**
Dept./School: Assigned Campus

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 GED

Special Knowledge/Skills:

Ability to use software to develop spreadsheets and databases, and do word processing
Proficient in keyboarding, 10-key numerical data entry, and file maintenance
Ability to meet established deadlines

Experience:

Two years data entry experience

Major Responsibilities and Duties:

Records and Reports

1. Maintain a daily teacher attendance log and records for substitute teachers. Monitor and process time records including leave requests and reports. Compile information and submit to central office according to established procedures and deadlines.
2. Monitor attendance for excessive absences, tardies, and early dismissals and send notice to parents.
3. Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.
4. Maintain student academic records and process requests for information and transcripts. Process new student records, including requesting and receiving records from other schools.
5. Coordinate grade reporting process, including verification and correction of grades and preparation and distribution of report cards.
6. Manage enrollment, withdrawals, and transfer of students.
7. Maintain confidentiality of information.

8. Coordinate the collection, integration, and formatting of all data required for PEIMS submission according to Texas Education Agency standards.
9. Run edits, reports, and verification checks on data to ensure accuracy of information.
10. Submit complete and accurate PEIMS data to the district PEIMS Coordinator.
11. Verify data submitted to TEA and submit corrections in a timely manner.

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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.