



## JOB INFORMATION

TITLE:	Administrative Assistant for PIMS & Child Accounting	
EMPLOYEE GROUP:	Classified	ADDITIONAL JOB CODES: 506
SHIFT:	232 days at 7.75 hours/day	
TERM OF EMPLOYMENT:	Per Classified Compensation Plan	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	District Administration Offices	
RATE OF COMPENSATION:	Per Classified Compensation Plan	
FSLA: Exempt	Non-Exempt	
Last Edited On:	05/10/2024	Board Approval Date: 03/02/2020

## ORGANIZATION

DEPARTMENT: Administration

REPORTS TO: Assistant Superintendent

## JOB SUMMARY & QUALIFICATIONS

### SUMMARY

As the Administrative Assistant for PIMS & Child Accounting, this person has the responsibility to communicate, organize and collect data for State and Federal Reporting as mandated by law and maintain accurate data, manage Student Information Systems and coordinate operations within Child Accounting and PIMS.

### QUALIFICATIONS

*The Administrative Assistant for PIMS & Child Accounting shall:*

- Preferably possess an Associate's Degree in Business, Computer Science, Information Technology or related field from a college or business school or 3-5 years of experience with database structures, transferring, summarizing and reporting demographic data;
- Experience with analyzing data, online applications, and importing/exporting to build reports and data tables; and
- Experience with PIMS, Child Accounting, and State/Federal reporting is preferred.

## ESSENTIAL FUNCTIONS

### SCOPE OF RESPONSIBILITIES

- a. Child Accounting
- b. State and Federal Reporting
- c. Student Registration
- d. Cyber/Charter/Voucher Enrollments

### CORE RESPONSIBILITIES

*The Administrative Assistant for PIMS & Child Accounting has the following core responsibilities:*

- a. Child Accounting and State/Federal Reporting:
  1. Coordinate all aspects of PIMS as it relates to students, staff, courses, safe schools, special education counts, CTE, Title I, athletic opportunities, verifying and obtaining PA Secure Id's, and extraction of student data for federal and state reporting;
  2. Ensure accuracy of information presented in the District's Student Information System, student registration, and PIMS reporting through continuous communications with key district personnel;
  3. Coordinate data entry/data maintenance, process development, documentation, and data correction for federal and state reporting;
  4. Serve as the point of contact for PIMS reporting and related issues;
  5. Work with Student Information System vendors in handling changes to PIMS reporting requirements;
  6. Maintains current knowledge of PIMS requirements by reviewing and interpreting PIMS manuals and guidelines concerning data requirements and serves as communicator to key personnel;
  7. Coordinate with IT Department to ensure automation links student demographic information including lunch programs, transportation, special education, and school notification systems;
  8. Provide direct support and training to schools in the use of the Student Information System in coordination with the technology department;
  9. Work collaboratively with the Business Office, Special Education Department, and Home and School Visitor for student services and educational placements;
  10. Maintains knowledge of current School Code and BEC's pertaining to Child Accounting;
  11. Coordinate student registration and enrollment by activating new students and processing withdrawn students to accurately reflect the District's student enrollment;
  12. Build and maintain all District calendars in the Student Information System;
  13. Print and distribute quarterly attendance reports for all school buildings to verify and update information as needed;
  14. Review child accounting membership and data reports for accuracy;
  15. Maintain records and review billing of student placements, tuition status, foster status, and consortium membership;
  16. Prepare third day and monthly enrollment reports; and
  17. Assist, Oversee and serve as back-up Registrar, verifying and processing enrollment documentation.
- b. Student Registration
  1. Assist and oversee the student registration process; and
  2. Distribute enrollment information and lists for kindergarten registration.

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- c. Cyber/Charter/Voucher Enrollment:
  - 1. Track enrollment, withdrawals, and membership; and
  - 2. Review and approve billing statements for accuracy.

### GENERAL RESPONSIBILITIES

*The Administrative Assistant for PIMS & Child Accounting shall also:*

- a. Assist other secretaries under unusual circumstances of exceptional workload requirements with the prior approval of the responsible administrator.
- b. Perform all other duties as directed by Assistant Superintendent; and
- c. Engage in professional learning as necessary to effectively perform all responsibilities of the position.

### WORK ENVIRONMENT

- a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers; and
- b. Position is in well-lighted and well-ventilated school buildings.

### ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

### PHYSICAL DEMANDS

- a. Frequent travel to school district buildings;
- b. Frequent walking throughout various areas;
- c. Often sitting at a desk for extended periods;
- d. Standing for limited periods of time;
- e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing;
- f. Moderate moving from 15 to 50 pounds;
- g. Some carrying – up to 50 pounds;
- h. Manual dexterity to use office equipment; and
- i. Repetitive movement of fingers and hands for keyboarding.

### SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen;
- b. Auditory acuity to be able to use telephones; and
- c. Ability to speak clearly and distinctly.

### TEMPERAMENT

- a. Must appropriately handle confidential information as required by State and Federal regulations;
- b. Must be courteous and able to deal effectively with people;
- c. Must be able to work as a member of a team;
- d. Must be able to cooperative, congenial and service-oriented; and
- e. Ability to work in an environment with frequent interruptions.

Administrative Assistant for PIMS & Child Accounting  
COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others;
- b. Ability to complete tasks with minimal supervision;
- c. Ability to read, write and do complex computations;
- d. Ability to use correct grammar, sentence structure and spelling;
- e. Ability to organize setting to efficiently accomplish tasks;
- f. Ability to work independently and make work-related decisions;
- g. Ability to exercise good judgment in prioritizing tasks; and
- h. Ability to communicate effectively.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
  - b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
  - c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

*The Big Spring School District is an equal opportunity employer.*