San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	PEIMS Clerk (Elementary)	**Exemption Status:**	Non-exempt
Reports to:	Principal/PEIMS Coordinator	**Pay Grade:**	03
Works With:	Students and Staff	**Days:**	**207**
Dept. /School:	Assigned Campus	**Date Revised:**	07/23/2020

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.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

- Ability to maintain accurate and auditable records
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing.
- Proficient typing keyboarding, and file maintenance skills
- Strong organizational, communication, and interpersonal skills
- Ability to comply with established deadlines

Major Responsibilities and Duties:

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 through TREX.

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.

5. Work cooperatively with principal, personnel office staff, and teachers to collect, organize, and format data required submitting to district PEIMS in a timely manner.

6. Distribute Six Weeks Reports to appropriate staff for verification, and correction.

7. Submit documentation for PID/PET corrections to PEIMS Department in a timely manner.

8. Responsible for processing PEIMS data (includes data entry, withdrawals, change coding and properly coding all special programs).

9. Enter schedules for campus into established database.

10. Compile, maintain, and file all reports, records and other documents as required following established procedures.

11. Assist with all other duties as assigned by the Principal.

12. Maintain confidentiality of information.

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 including 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

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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.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____