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	**Pay Grade:**	03
Works With:	Students and Staff	**Days:**	207
Dept./School:	Assigned Campus	**Date Revised:**	09/19/2019

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 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

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.
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. 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.

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

---

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: Nate Carman, Ed.D. Date SEP 23 2019