



HIGHLAND PARK ISD

Office of Human Resources

Job Title: HS Administrative Assistant

Exemption Status/Test: Nonexempt

Reports to: Principal

Pay Grade/Days: AS3 (200 days)

Dept./School: High School

Date Revised: September 2024

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

Knowledge/Skills/Abilities:

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:

Data entry experience

MAJOR RESPONSIBILITIES AND DUTIES:

Records and Reports

1. Collect and enter attendance and PEIMS data into the 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 administrators.
5. Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.

Other

6. Assist in the campus office as needed.
7. Maintain confidentiality.
8. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.



HIGHLAND PARK ISD

Office of Human Resources

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

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____