



Longview Independent School District

JOB DESCRIPTION ASSISTANT PEIMS CLERK

JOB TITLE:	Assistant PEIMS Clerk	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director	TERMS:	187 Days
DEPARTMENT:	East Texas Montessori Prep Academy	PAY GRADE:	Clerical/Para 2

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:

Associate's degree (or 48 college credit hours), two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)

Valid Texas Educational Aide Certificate

Special Knowledge and 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:

Some office/clerical experience, preferably in a school environment

MAJOR RESPONSIBILITIES AND DUTIES:

1. Collect and enter attendance and PEIMS data into established database and verify accuracy according to prescribed procedures



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JOB DESCRIPTION **ASSISTANT PEIMS CLERK**

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

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. Comply with district policies, as well as state and federal laws and regulations
8. Adhere to the district's safety policies and procedures
9. Maintain confidentiality in the conduct of district business
10. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
11. Demonstrate regular and prompt attendance
12. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: APRIL, 2020