

Job Description – Middle School Attendance/PEIMS Clerk

Primary Function: Under the direction of the Principal, maintains accurate attendance records for the campus. Performs data entry including attendance, Public Education Information Management System (PEIMS) data and grades.

Responsibilities/Duties:

Records and Reports

- Collects and enters attendance and PEIMS data into established database and verifies accuracy of according to established procedures
- Prepares and prints reports including attendance reports, grades, class or personnel rosters, end-of-semester reports or accounting reports
- Maintains physical and computerized records including student cumulative folders, progress and failure reports, class rosters, grade books and schedule changes if applicable
- Processes new student records including requesting transcripts and records from other schools, setting up cumulative folder and entering student data into appropriate databases
- Assists parents, students and faculty with questions regarding student attendance
- Processes and transmits requests for student information and transcripts
- Calls parents to verify student absences as needed
- Reports all attendance problems to designated administrator

Other

- Assists in campus office as needed
- Maintains confidentiality
- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Proficient typing, keyboarding, file maintenance and 10-key skills
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software to develop spreadsheets and databases and do word processing

Ability to:

- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance

- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: High school diploma or GED. Two years data entry experience.

Working Conditions:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; prolonged use of computer.

Calendar and Salary Range: 187 work days. See current pay grade on the Clerical-Paraprofessional Compensation Plan.

Revised: 11-22-19

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date