

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Campus PEIMS Clerk	Wage/Hour Status:	Non-Exempt
Reports To:	Student Systems Manager	Pay Range:	750
Dept./School:	Assigned Campus	Date Revised:	7/05/2023

Primary Purpose:

The PEIMS Clerk is responsible for various proficient clerical tasks, such as registration, enrollment, attendance, scheduling, grades/report cards, and student withdrawals. Strong computer skills are essential; the role often involves handling confidential materials. Decisions are based on established policies, and proficiency in coding students according to PEIMS/TSDS protocols is expected.

Qualifications:

Education/Certification:

High school diploma or equivalent (required)

Special Knowledge/Skills:

Demonstrated basic clerical skills

Demonstrated basic computer operation skills

Demonstrated ability to communicate with parents, students, and PISD personnel effectively

Experience:

One year of clerical experience in a public education environment (preferred)

Major Responsibilities and Duties:

Enroll and update student demographic data in the student information system and cumulative folder, while promptly notifying the relevant district personnel

Request necessary documentation and records of special program participation from the previous school when enrolling a student

Collect and organize all required records and documentation for student enrollment, following district and state policies

Ensure accurate maintenance of PEIMS data in the student information system

Process student withdrawals in the student information system and promptly informs appropriate district personnel

Provide requested records, special program participation information, and the necessary documentation to other school districts within a 30-day timeframe

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Maintain student promotion data within the student information system

Accurately maintain schedule coding in the student information system

Keeps scheduling documentation in compliance with district policy

Supervise the collection of attendance documents

Maintain precise attendance coding in the student information system

Generate reports in accordance with district policy

Maintain records following district policy

Ensure strict adherence to all laws and regulations pertaining to student attendance accounting

Reconcile PEIMS reports at the end of each six-week reporting period

Effectively communicate the district's policy on absences and tardiness to students and parents

Report attendance issues to the appropriate district personnel

Maintain a professional and confidential approach when dealing with personnel and students

Align with the goals and objectives of the school district while adhering to all district policies

Consistently maintain regular attendance at work to ensure successful district operations

Participate and engage in district PEIMS learning opportunities

Deliver excellent customer service to students, employees, parents, community members, and all other district stakeholders

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Equipment Used:

Computer, scanner, printer, copier, fax, and telephone

Working Conditions:**Mental Demands:**

Proficient reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; basic arithmetic skills; competency in essential computer functions; punctuality and ability to meet deadlines

Physical Demands/Environmental Factors:

Work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 7/05/2023 _____

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____