

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title: Specialist Student Records	Wage/Hour Status: Non-Exempt
Reports To: Coordinator of Student Records	Pay Range: 790
Dept./School: Student Records	Date Revised: 5/24/2021

Primary Purpose:

Provide support and training to all campus personnel regarding enrollment, attendance, student scheduling, master schedules and withdrawals. Maintain accurate student records based on state reporting guidelines.

Qualifications:

Education/Certification:

High school diploma or equivalent

Experience:

Three years of relevant work experience

Special Knowledge/Skills:

Proficient with typing, word processing, spreadsheets and file maintenance

Adept at initiating tasks and compartmentalizing and prioritizing duties and responsibilities

Strong organization, communication, and interpersonal skills.

Effective brainstorming and team collaboration

Ability to manage multiple priorities effectively.

Ability to develop and maintain effective working relationships.

Major Responsibilities and Duties:

Train and support campus staff on the TEAMS computer software, the Texas Records Exchange (TREx) system, and District and State procedures and guidelines as they relate to student data.

Maintain District zone maps, address boundaries, sub-division lists, street indexes, lists of temporary commercial residences and apartments along with managing override codes.

Research and populate student Public Education Information Management System (PEIMS) numbers and Unique Identification (UID) numbers for all campuses in TEAMS computer software.

Submit weekly enrollment tracking report to Texas Student Data Systems (TSDS); resolve Person Identification Database (PID) and dual enrollment discrepancies.

Perform periodic queries to identify missing or incorrect student information to ensure accuracy of student data and provide campuses with list of information to correct.

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- Process PEIMS student data corrections for all campuses in TEAMS and on TSDS.
- Maintain student PEIMS coding for special programs, disciplinary placements and student transfers.
- Create and maintain master schedules for all campuses
- Process student withdrawals, in-district transfers and no-shows in TEAMS for all campuses.
- Enroll, schedule and maintain attendance for JJAEP, Serenity and Hospital campuses.
- Train, support, and assist campuses with maintaining cumulative folders.
- Assist with student enrollment and scheduling including course adds/drops.
- Assist campuses with grade verification and report card processing each grading period.
- Prepare and distribute student data reports upon request and as needed.
- Research and disseminate information regarding changes to ADA funding.
- Perform enrollment and attendance validations to comply with TEA guidelines.
- Develop annual calendar of key events and report due dates for all campuses.
- Prepare and maintain student records required for TEA audits.
- Maintain Student Records department website.
- Be customer service oriented and maintain a professional approach regarding all district matters
- Be adaptable and flexible in acceptance of changes in techniques and procedures
- Perform other functions that may be assigned by administration and/or supervisor
- Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor
- Follow attendance policy as assigned by supervisor

Equipment Used:

Computer, scanner, printer, copier, calculator

Working Conditions:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

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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Acknowledgement:

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:** 5/24/2021

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:** _____