



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: High School Scheduling/PEIMS Clerk

Salary Block: 305

Reports To: Campus Administration

Terms of Employment: 226 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of this position is to provide clerical support and records management for high scheduling and PEIMS.

Qualifications:

Education/Certification:

- High school diploma or equivalent

Special Knowledge/Skills:

- Demonstrate basic clerical skills;
- Demonstrate basic computer operations skills;
- Demonstrate ability to effectively communicate with parents, students and SISD personnel.

Major Responsibilities and Duties:

1. Maintains master schedule, teacher catalog, and room catalog in the student information system.
2. Maintains proper course placement of students for appropriately assigned special program in the student information system.
3. Maintains student schedules in the student information system with proper codes/dates in a timely manner; notifies appropriate district personnel.
4. Adheres to class load requirements in accordance with district policy EEBAR.
5. Provides current class load reports to appropriate district personnel upon request.
6. Maintains scheduling documentation in accordance with district policy FL-2AR.
7. Maintains PEIMS data in the student information system.
8. Maintains Next Year Scheduling Modules to ensure timely student schedules.
9. Maintains schedule information on intersession and summer programs.
10. Provide grade forms to teachers at the conclusion of each six-week period.
11. Scans and posts grade forms and corrects errors produced by post log.
12. Processes selective mark list for missing grades.
13. Provides mark verification forms to teachers for validation of grades at conclusion of each six-week period and correct errors.
14. Transfers attendance data to report card module in the student information system.
15. Calculates semester mark slot average at the close of 3rd and 6th six-week period and corrects all errors.
16. Processes report card calculations for distribution of credit/GPA/rank determinations at the close of 3rd and 6th six-week period and corrects all errors.
17. Maintains loss of credit in the student information system.
18. Generates and distributes report cards.
19. Processes failure lists; notifies appropriate district personnel.
20. Provides grading information reports to appropriate district personnel.
21. Maintains grading information on intersession and summer programs.

High School Scheduling/PEIMS Clerk

22. Maintains confidentiality concerning personnel and students' information.
23. Upholds and adheres to safety rules and policies of SISD safety program.
24. Supports the goals and objectives of the school district and follows all district policies.
25. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption of district operations.
26. Performs any other duties as assigned by the appropriate supervisor.
27. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to perform basic arithmetic; ability to perform basic computer functions; ability to communicate effectively (verbal and written); ability to meet deadlines; maintains emotional control under stress.

Physical Demands/Environmental Factors: Prolonged use of computer; works with frequent interruptions.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 10-10-89

AMENDED: 2-5-91, 3-2-93, 1-16-96, 5-20-02, 10-27-08, 3-13-13, 10-5-16, 10-23-17,
9-25-19