



## **SOCORRO INDEPENDENT SCHOOL DISTRICT**

Department of Human Resources

### **JOB DESCRIPTION**

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**Job Title:** PEIMS Attendance Specialist – Elementary School    **Salary Block:** 305

**Reports To:** Campus Principal

**Terms of Employment:** 226 Days

**Exemption Status:** Non-Exempt

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**Primary Purpose:**

The primary purpose of this position is to maintain and file accurate PEIMS records and student demographic in the system as well as accurate file documentation.

**Qualifications:**

**Education/Certification:**

- High school diploma/equivalent or higher

**Special Knowledge/Skills:**

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

**Major Responsibilities and Duties:**

1. Enrolls/maintains student demographic data in the student information system and student cumulative folder and notifies appropriate district personnel.
2. Requests documentation and special program participation records from previous school upon enrollment of student.
3. Collects all records and/or required documentation pertaining to the student enrollment, in accordance with district/state policy.
4. Maintains PEIMS data in the student information system.
5. Withdraws students from the student information system and notifies appropriate district personnel.
6. Provides all records, special program participation and/or required documentation to requesting school districts within 30 days.
7. Enters/maintains Master Schedule, Teacher Catalog, Room Catalog in the student information system.
8. Maintains schedule coding in the student information system.
9. Maintains scheduling documentation in accordance with district policy FL-2AR.
10. Supervises the collection of attendance documents.
11. Maintains attendance coding in the student information system.
12. Processes reports in accordance with district policy FL-2AR.
13. Maintains records in accordance with district policy FL-2AR.
14. Ensures compliance with all laws and regulations pertaining to student attendance accounting.
15. Balances PEIMS reports each six-week reporting period.
16. Communicates the district policy on absences and tardiness to students and parents.
17. Reports attendance problems to the appropriate district personnel.
18. Maintains a professional level of confidentiality concerning personnel and students.
19. Upholds and adheres to safety rules and policies of the SISD safety program.

ADOPTED: 3-5-85

AMENDED: 11-6-90, 3-2-93, 1-16-96, 11-19-01, 11-27-01, 4-04-03,  
3-22-10, 12-19-12, 10-5-16, 10-23-17, 9-25-19

## **PEIMS Attendance Specialist-Elementary**

20. Supports the goals and objectives of the school district and follow all district policies.
21. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations
22. Performs any other duties as assigned by the appropriate supervisor.
23. 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; maintain 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.

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Employee Name (please print)

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Signature

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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 of Human Resources: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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