



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: PEIMS Attendance Specialist – High School

Salary Block: 305

Reports To: Campus Principal

Terms of Employment: 226 Days

Exemption Status: Non-Exempt

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. Supervises the collection of period attendance documents.
2. Maintains period attendance coding in the student information system.
3. Processes reports in accordance with district policy FL-2AR.
4. Maintains records in accordance with district policy FL-2AR.
5. Ensures compliance with all laws and regulations pertaining to student attendance accounting.
6. Balances PEIMS reports each six-week reporting period.
7. Maintains PEIMS data in the student information system.
8. Maintains a professional level of confidentiality concerning personnel and students.
9. Upholds and adheres to safety rules and policies of SISD safety program.
10. Supports the goals and objectives of the school district and follows all district policies.
11. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations
12. Performs any other duties as assigned by the appropriate supervisor.
13. 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

ADOPTED: 3-5-85

AMENDED: 11-6-90, 3-2-93, 1-16-96, 11-19-01, 11-27-01, 4-23-02,
4-04-03, 12-08-08, 12-19-12, 10-5-16, 10-23-17, 9-25-19

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

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