



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: PEIMS Specialist – PK-8/Middle School

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 enroll middle school students and 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 operations skills
- Demonstrate ability to effectively communicate with parents, students and SISD personnel

Major Responsibilities and Duties:

1. Shared duties and/or duties will be assigned by the administration in the area of registration, attendance, scheduling, report cards, and PEIMS.
2. Enrolls/maintains student demographic data in the student information system and student cumulative folder and notifies appropriate district personnel.
3. Requests documentation and special program participation records from previous school upon enrollment of student.
4. Collects all records and/or required documentation pertaining to the student enrollment in accordance with district/state policy.
5. Withdraws students from the student information system and notifies appropriate district personnel.
6. Fulfills all student records requests to requesting district/campus within 10 days.
7. Supervises the collection of period attendance documents.
8. Maintains attendance coding in the student information system per period.
9. Processes reports in accordance with district policy FL-2AR.
10. Maintains records in accordance with district policy FL-2AR.
11. Ensures compliance with all laws and regulations pertaining to student attendance accounting.
12. Balances PEIMS reports each six-week reporting period.
13. Communicates the district policy on absences and tardiness to students and parents.
14. Processes all reports pertaining to attendance as required daily, weekly, and/or upon request from district personnel.
15. Assist in processing Loss of Credit for attendance and for reinstating credit in grade reporting.
16. Process and distributes attendance warning letters to parents/guardians.
17. Maintain and input bell schedule, master schedule, and student schedules in the student information system.

ADOPTED: 10-10-89

AMENDED: 2-5-91, 3-2-93, 1-16-96, 5-20-02, 4-04-03, 3-24-09,
1-10-13, 6-1-16, 10-5-16, 10-23-17, 9-25-19

PEIMS Specialist – PK-8/Middle School

18. Maintain proper course placement of student for the appropriately-assigned special program.
19. Provides current class loads requirements in accordance with district EEB Administrative Regulation.
20. Maintains Next Year scheduling modules to ensure timely students schedules.
21. Maintains Grade Reporting data each nine weeks and processes, prints, and distributes all required documents.
22. Maintains and enters all grade changes and transfer grades.
23. Maintains PEIMS special program data in the student information system.
24. Process all grade reporting calculations, transfers attendance to report cards, and generates report cards for distribution.
25. Generates year-end Academic Achievement Record files in appropriate student cumulative report.
26. Maintains a professional level of confidentiality concerning personnel and students.
27. Works collaboratively with fellow employees and others to achieve identified goals and objectives.
28. Upholds and adheres to safety rules and policies of the SISD safety program.
29. Supports the goals and objectives of the school district and follows all district policies.
30. Performs all other duties as assigned by the appropriate supervisor.
31. 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: 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.

ADOPTED: 10-10-89

AMENDED: 2-5-91, 3-2-93, 1-16-96, 5-20-02, 4-04-03, 3-24-09
1-10-13, 6-1-16, 10-5-16, 10-23-17, 9-25-19