

BELLVILLE INDEPENDENT SCHOOL DISTRICT

518 S. MATHEWS STREET. BELLVILLE. TX. 77418. (979) 865-3133. WWW.BELLVILLEISD.ORG

JOB DESCRIPTION

Attendance PEIMS Clerk

REPORTS TO: Campus Principal

LOCATION: Bellville High School

The role of the Attendance PEIMS Clerk in Bellville ISD is to maintain accurate attendance records for the campus. Under direct supervision, perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades. Additionally, in BISD, all stakeholders are considered learners and are expected to continue to learn, grow, and strive to positively contribute to the world around them.

APPLICATION PROCESS & TIMELINE:

Apply by completing the application at www.bellvilleisd.org **and** by sending a resume and letter of interest to James Dristas, Campus Principal, at jdristas@bellvillebrahmas.org

Applications will be accepted and reviewed until the position is filled.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to use personal computer and software to develop spreadsheets and databases,

Proficient keyboarding, file maintenance

Ability to meet established deadlines

Experience:

Two years data entry experience

MAJOR RESPONSIBILITIES AND DUTIES:

Records and Reports

- Collect and enter attendance and PEIMS data into an established database and verify accuracy according to established procedures.
- Prepare and print reports, including attendance reports, grades, class or personnel rosters, end-of-semester reports, or accounting reports.
- Maintain physical and computerized records, including student cumulative folders, progress and failure reports, class rosters, grade books, and schedule changes if applicable.
- Process new student records, including requesting transcripts and records from other schools, setting up cumulative folders, and entering student data into appropriate databases.
- Assist parents, students, and faculty with questions regarding student attendance.
- Process and transmit requests for student information and transcripts.
- Call parents to verify student absences as needed.
- Report all attendance problems to the designated administrator.

LEARNERS TODAY . LEADERS TOMORROW .

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Other

- Assist in the campus office as needed.
- Maintain confidentiality.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer or online computer terminal, printer, calculator, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer.

NUMBER OF DAYS WORKED: 190 Days

COMPENSATION SCALE & WAGE STATUS: BISD Hiring Range, Non-Exempt

DATE TO ASSUME DUTIES: August 1, 2024

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