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## **Job Description – High School Attendance/PEIMS Clerk**

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**Primary Function:** Under the direction of the Principal, maintains accurate attendance records for the campus. Performs data entry including attendance, Public Education Information Management System (PEIMS) data.

### **Responsibilities/Duties:**

#### **Records and Reports**

- Collects and enters attendance and PEIMS data into established database and verifies accuracy according to established procedures
- Prepares and prints reports including attendance reports, class or personnel rosters, end-of-semester reports or accounting reports
- Assists parents, students and faculty with questions regarding student attendance
- Calls parents to verify student absences as needed
- Maintains physical and computerized record for students' attendance
- Reports all attendance problems to designated administrator

#### **Other**

- Assists in campus office as needed
- Maintains confidentiality
- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

### **Knowledge and Abilities:**

#### **Knowledge of:**

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software to develop spreadsheets and databases and do word processing
- District and department policies and procedures
- Relevant federal and state laws and requirements

#### **Ability to:**

- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Develop, plan and organize daily operations
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines

- Plan and organize work

**Education/Licenses/Experience:** High school diploma or GED. Two years data entry experience.

**Working Conditions:**

Working Conditions: Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

**Calendar and Salary Range:** 187 work days. See current pay grade on the Clerical Compensation Plan.

**Revised:** 4/15/25

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The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature

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Date