AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**PART TIME CLERK**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**P/T NIS 1**	DUTY DAYS:		DATE REVISED:	**11/11/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

This position requires a high school diploma or equivalent and a minimum of six (6) months of related experience. Fluency in Spanish and English is preferred.

SKILL REQUIREMENTS:

This position requires the ability to provide assistance to campuses or departments with administrative duties. This position requires mental alertness, adaptability to office routines, a pleasant and cooperative attitude, and excellent communication and telephone skills. This position requires mental alertness, adaptability to office routines, a pleasant and cooperative attitude, and good telephone skills. Incumbent must have a working knowledge of office machines and competent clerical skills including good proofreading, data entry, grammar, and math skills. Proficiency in Google Workspace is preferred. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students. .

JOB PURPOSE AND RESPONSIBILITY:

Incumbent performs varied and complex clerical duties either at a AISD campus or AISD Headquarter department. This position assists with various office functions, coordinate with other office staff, and ensure smooth daily operations. This incumbent provides front office or department assistance to visitors, staff, students, administrators, and community leaders.

ESSENTIAL FUNCTIONS AT AISD CAMPUSES:

- Responsible for campus attendance, using the Frontline Student Information System. Responsible for posting notes for absences for teachers. Assemble and organize statistical data and types in final form.
- Manage the campus Visitor Management System (VMS), including processing visitor check-ins, verifying identification, and ensuring compliance with district safety and security procedures. Assist visitors by providing guidance and support while maintaining accurate visitor records and monitoring campus access.
- Review and enter PEIMS Data for the campus. This includes data entry for all students, researching PID error reports, and entering data on the Texas Education Agency (TEA) website. Make changes of student information as needed.
- Assist with class rosters, in order to promote perfect attendance.
- Type reports and correspondence.
- Organize and maintain physical and digital records, ensuring proper filing systems and document management.
- Elementary campus clerks, with the assistance of the secretary, are responsible for registering/withdrawing students, preparing paperwork (accumulation folders), and assigning students to the classroom.
- Will assist trained staff with student healthcare services in the health room when needed. Trained staff may assist with student medication (i.e.: inhalers), monitoring ill students and working closely with the AISD Health and Nursing department to ensure compliance with student health records.

- Work closely with Food Services to prepare lunch applications.
- Work with CPS (Child Protective Services), absence, discipline, and truancy issues.
- Responsible for tracking teacher absences.
- Serve as telephone and front desk receptionist. Prepare tardy slips for students.
- Assist in overseeing the work of student aides.
- Prepare, process, and account for purchase and warehouse requisitions.
- Obtain and release substitutes for teachers and clerical personnel.
- May enter test scores, as necessary.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

ESSENTIAL FUNCTIONS AT AISD HEADQUARTERS:

- Assemble and organize statistical data and prepare in final form. Organize and maintain files of records and correspondence of both a routine and confidential nature.
- Type and proofread reports, correspondence, and forms.
- May make travel arrangements for office personnel.
- Make and confirm appointments as directed and maintain a calendar or schedule.
- Prepare and process accounts for purchase requisitions. May prepare and process accounts for warehouse requisitions.
- Answer telephones, direct calls, take messages, and respond to phone inquiries.
- Compute, record, and proofread data and other information, such as records or reports. Organize and maintain physical and digital records, ensuring proper filing systems and document management.
- May maintain and update filing, inventory, mailing and database systems.
- May prepare payroll for staff, administrators, substitutes, and custodians and all related payroll forms.
- May perform clerical duties related to the collection, entry, and maintenance of state-reportable student information and provide support for campus verification processes for state reporting through the Public Education Information Management System (PEIMS), in accordance with district policies and PEIMS & Data Quality Department procedures, as assigned by the campus principal or designee.
- May maintain the filing system for the department.
- Keep records of expenditures for the department.
- Pick up and deliver materials.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; extensive walking may occur, occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15-44 pounds)

Environment: Front Office**,** standard campus or office setting

Mental Demands: Work with frequent interruptions, maintain emotional control under stress.

PERSONAL WORK RELATIONSHIPS:

Incumbent reports directly to the campus principal or the department supervisor. Incumbent will consult frequently with staff members and other AISD personnel; provide guidance to parents, vendors, suppliers, and other outside agencies.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	