



## Elgin Independent School District- Job Description

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| <b><u>Job Title</u></b><br>Attendance Clerk       |                                 | <b><u>Dept./School</u></b><br>Assigned Campus | <b><u>Reports to</u></b><br>Principal          |
| <b><u>Pay Grade:</u></b><br>Per EISD Pay<br>Scale | <b><u>Days:</u></b><br>217 Days | <b><u>FLSA Status</u></b><br>Non-exempt       | <b><u>Date Revised</u></b><br>October 17, 2024 |

### Primary Purpose:

Maintain accurate attendance records for the campus. Under close supervision, perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education/Certification:

High school diploma or GED

### Special Knowledge/Skills:

Ability to use software to develop spreadsheets and databases, and do word processing  
Proficient in keyboarding, 10-key numerical data entry, and file maintenance  
Ability to meet established deadlines

### Experience:

Two years data entry experience

### Major Responsibilities and Duties:

1. Records and Reports
2. Collect and enter attendance and PEIMS data into an established database and verify accuracy according to prescribed procedures.

3. Maintain student records and process requests for student information and transcripts. Process new student records, including requesting transcripts and records from other schools.
4. Assist parents, students, and faculty with questions regarding student attendance. Contact parents/guardians to verify student absences as needed and report attendance problems to designated Administrator.
5. Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.

## **Other**

Assist in the campus office as needed.

Maintain confidentiality.

Transition to alternative format if necessitated by District need/decision.

Perform other duties as assigned.

## **Supervisory Responsibilities:**

None required

## **Mental Demands/Physical Demands/Environmental Factors:**

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

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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

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

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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The foregoing statements describe the general purpose 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.