



ELKHART INDEPENDENT SCHOOL DISTRICT

Job Posting

Posting Date: 10/13/2025

Position Title: Campus PEIMS Clerk

Location: Middle School

Beginning: November 2025

Starting Salary: Pay as per Elkhart ISD Salary Scale

Qualifications:

- Clerical capability using typical office equipment and technology
- Willingness to attend relevant training
- Ability to master PEIMS system and Ascender Student Information System
- Willingness to participate as a “team player”
- Ability to comply with instructions

Duties/Responsibilities:

- Demonstrate thoroughness and a high degree of reliability in performing work assignments
- Maintain good attendance and punctuality
- Cooperate with supervisor and other staff members in achieving campus goals
- Other duties as assigned

Application Procedure:

- **Current EISD Employees:** You may submit an internal application via <https://www.applitrack.com/elkhartisd/onlineapp/default.aspx>
- **External Applicants:** Please apply through <https://www.applitrack.com/elkhartisd/onlineapp/default.aspx>
- **Additional Documents:** Resumes, transcripts, and letters of reference may be included with your application.

APPLICATION DEADLINE

Until Filled

Elkhart ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies, and is also EISD's Title IX Coordinator: Kyle Johnson Superintendent, 301 East Parker St., Elkhart, Tx. 75839, kjohnson@elkhartisd.org, or 903-764-2952.

[Nombre de LEA] no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre

las políticas de no discriminación: Kyle Johnson, Superintendent, 301 East Parker St., Elkhart, Tx. 75839, kjohnson@elkhartisd.org, o 903-764-2952.