



Hays Consolidated Independent School District

Department of Human Resources

Job Title: PEIMS Clerk – Elementary

Wage/Hour Status: Non-exempt

Reports to: Principal

Pay Grade: PP02, 8h, 204 days

Dept./School: Campus Assigned

Date Revised: April 2025

Primary Purpose:

Under minimal supervision, perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades. Process student enrollment, transfers, and withdraws for the campus.

Qualifications:

Minimum Education/Certification:

High school diploma or equivalent

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

Bilingual - preferred

Experience

Two years data entry experience

Previous school experience preferred

Major Responsibilities and Duties:

Records and Reporting

1. Serve as campus PEIMS coordinator
2. Coordinate grade reporting process, including verification and correction of grades and preparation and distribution of report cards.
3. Collect and enter attendance and PEIMS data into established database and verify accuracy according to prescribed procedures.
4. Maintain student records and process requests for student information and transcripts and records from other schools.
5. Assist parents, students, and faculty with questions regarding student information
6. Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.

Other

7. Assist in campus office as needed
8. Maintain confidentiality
9. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

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

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit-based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding.

Signature indicates acknowledgement of the receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #