

Job Title: Student Accounting Technician, ES, MS

Wage/Hour Status: Nonexempt

Reports to: Principal

Pay Grade: CP - 3

Dept. /School: Assigned Campus

Date Revised: October 2024

Primary Purpose:

Under general supervision, maintain accurate attendance records for the campus; ensure compliance with TEA Student Attendance Accounting Handbook and Public Education Information Management System (PEIMS) Data Standards; resolve attendance related issues; convey attendance related information to appropriate parties; and to provide general clerical support, information and/or direction as may be assigned.

Qualifications:

Education/Certification:

High school diploma or equivalent.

Special Knowledge/Skills:

Knowledge of Skyward Student Information System software or other Student Information Management System.

Microsoft Office Suite

Superior clerical and computer skills.

Effective communication and interpersonal skills.

Ability to meet established deadlines; work with detailed information/data; and work.

Experience:

Job related experience is desired.

Major Responsibilities and Duties:

Records and Reports

1. Collect and enter attendance and PEIMS data into established database and verify accuracy of according to established procedures.
2. Prepare and print reports, including attendance reports, grades, class or personnel rosters, end-of-semester reports, or accounting reports.
3. Maintain physical and computerized records, including student cumulative folders, progress and failure reports, class rosters, grade books, and schedule changes if applicable.
4. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases.
5. Assist parents, students, and faculty with questions regarding student attendance.
6. Process and transmits requests for student information and transcripts.

7. Call parents to verify student absences as needed.
8. Report all attendance problems to designated administrator.
9. Coordinate grading process, verification and correction of grades, printing and distribution of report cards, as needed.
10. Assist campus administration and counselor with the preparation of reports and student data information, as needed.

Other

11. Assist in campus office as needed.
12. Maintain confidentiality.
13. Follow established safety procedures and techniques.
14. Report promptly to the principal any accident or illness of staff or students.
15. Other duties as assigned by administration.
16. Promote, participate, and facilitate in a teamwork center manner.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer or online computer terminal, printer, calculator, and copier, fax machine, and paper shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer. Work with frequent interruptions, maintain emotional control under stress.

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.

Approved by _____

Date _____

Reviewed by _____

Date _____