



**Position:** Office Administration

**Assignment:** PEIMS Data Clerk

**Wage/Hour Status:** Non-exempt

**Reports to:** PEIMS Administrator

**Pay Grade:** AS230/230 days

**Dept./School:** Accountability and Evaluation

**Date Revised:** Spring 2025

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**Primary Purpose:**

Provide the necessary clerical and data entry services needed for the PEIMS and the Assessment & Accountability department.

**Qualifications:**

**Minimum Education/ Certification:**

- High School Diploma or GED
- College Hours preferred

**Special Knowledge/Skills/Experience:**

- Minimum 2 years of data entry experience
- Strong organization and interpersonal skills
- Ability to work with both Microsoft and Apple software as well as Google Applications
- Ability to communicate with campus and district personnel in a patient and professional manner
- Ability to understand attendance and enrollment procedures
- Bilingual skills are a bonus but not required
- Knowledge of attendance and enrollment procedures a plus
- Able to work in a very flexible and changing environment

**Major Responsibilities and Duties:**

- Ability to work with computer and have quality, precise data entry skills
- Answer email and phone communications from campus and district personnel.
- Office skills required including but not limited to typing, filing, communication and organization
- Data entry PEIMS codes for specific projects and assigned monthly tasks
- Work with campuses to assist in keeping data entry projects up to date
- Greet persons coming into the office and maintain a professional environment
- Willingness to change priorities and tasks as needed
- Ability to travel to schools across the district on an as needed basis
- Willingness to learn the business aspect behind the data entry
- Other duties as assigned based on departmental needs

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

- Busy office environment with frequent interruptions

- Repetitive hand motions; prolonged use of computer
- Computer, printer, copier, keyboard and calculator
- Maintain emotional control under stress
- Ability to stay productive in tedious data entry processes
- Understand that all facets of working for LISD directly or indirectly affect the entire customer-base (students, parents, co-workers, Board of Trustees, and the community)
- Hearing, reaching, seeing, speaking, walking
- Occasional lifting

**OTHER:** All employees are to follow district safety protocols and emergency procedures.

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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. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

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Signature

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Date

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Print Name