

## Pflugerville Independent School District - Job Description

<b>Job Title/Position:</b>	Specialist, Student Records	<b>Department/School:</b>	Assigned Campus
<b>Pay Information:</b>	Clerical/Paraprofessional Compensation Plan	<b>Supervised By:</b>	Principal
<b>FLSA:</b>	Non-Exempt	<b>Date Revised:</b>	January 2020

### Primary Purpose:

Account and coordinate student attendance. Provide administrative and support assistance for the campus.

### Minimum Qualifications (Experience/Education/Certification):

High school diploma or GED and one year of related experience.

### Major Responsibilities:

1. Collect and post absentees; check in late students, verify early dismissals and issue admits to/from class; record and report tardies; account for daily attendance, and student enrollment.
2. Interpret, compile, maintain, and secure students' permanent record and files; post grades.
3. Assist with coordinating services related to student registration, grade reporting, enrollment.
4. Perform technical aspects of the registration process, such as preparing materials and reports, and performing data input, and word processing.
5. Maintain accurate attendance and special programs information on all students.
6. Assist with PEIMS management and coordination at the campus level.
7. Report PEIMS information to Information Services staff.
8. Maintain a variety of records and gather information for reports.
9. Provide back-up and peak load assistance to office staff.
10. Assist in health clinic and with short periods of student supervision in various settings, as assigned.
11. Perform general bookkeeping, as needed.
12. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
13. Perform other duties as assigned.

### Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws guidelines and procedures
- Knowledge of administrative support and file maintenance techniques
- Knowledge of basic accounting principles
- Skill in communicating effectively with others
- Skill in working with various forms of equipment including but not limited to personal computers, fax machines, calculators, printers
- Skill in working with word processing and spreadsheet computer applications
- Skill in working in collaborative team-based environments

### Supervisory Responsibilities:

None

### Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Maintain emotional control under stress; repetitive hand motions; must be able to lift and/or carry at least 20 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_