



## Paraprofessional Vacancy Richardson ISD

**POSITION:** STUDENT DATA SPECIALIST – R NORTH JUNIOR HIGH

**REPORTS TO:** BUILDING PRINCIPAL/SIS PROGRAM SPECIALIST

**PERIOD OF EMPLOYMENT:** 10 MONTHS - 197 DAYS **POSITION CONTROL:** 41162838

**SALARY:** LOCAL PAY GRADE: PNL **SALARY RANGE:** \$27,801 - \$28,224

**QUALIFICATIONS:**

- High school graduate with 30 hours college credit and three years general clerical experience or five years verifiable general clerical/secretarial experience
- Excellent communication and interpersonal skills
- Ability to maintain emotional composure during stressful situations
- Ability to foster a strong working relationship with all levels of RISD personnel
- Ability to meet deadlines, multi-task and prioritize
- Ability to maintain accurate and auditable records
- Excellent organizational and file maintenance skills
- Self starter; able to assimilate new concepts and software
- Excellent technical writing ability
- Working knowledge and understanding of student data procedures
- Working knowledge of PEIMS data procedures
- Ability to export and import data
- Experience with Windows OS, Microsoft Office (Word and Excel)

**MAJOR RESPONSIBILITIES:**

**Laws, Policies, and Procedures**

- Comply with policies established by TEA regulations
- Comply with policies established by PEIMS and TREx guidelines
- Comply with policies established by TEA Student Attendance Accounting Handbook
- Comply with policies established by RISD Policies and Guidelines

**Data Entry (including but not limited to)**

- Maintain records of student enrollment; entries, transfers, withdrawals and grade level changes.
- Input and maintain class schedule for campus based on data obtained from principal
- Assign students to class rooms and subjects while maintaining class count information
- Assign students appropriate absence reasons based on RISD policies
- Systematically review and monitor student's attendance and membership records
- Update six weeks cycle grade changes based on documentation provided
- Run report cards for all students
- Run reports and verification checks on data to ensure accuracy of PEIMS information and coding

**Student Records (including but not limited to)**

- Maintenance of all student cumulative folders
- Compile and maintain all student enrollment cards, directory information cards and emergency cards
- Collaborate on the yearly records retention process
- Request, receive/send student records for students coming from or going to another Texas public school via TREx.

**APPLICATION PROCEDURE:** Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx> The application must be complete and two electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references.

Applicants will be contacted if an interview is needed.

**DEADLINE FOR APPLICATION: UNTIL FILLED**

**APPROVED:**

  
Dr. Christopher Goodson  
Assistant Superintendent - Human Resources

**DATE:** 02/13/2026

### EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.