



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:	<ul style="list-style-type: none">High school graduate with 30 hours college credit and three years general clerical experience or five years verifiable general clerical/secretarial experienceExcellent communication and interpersonal skillsAbility to maintain emotional composure during stressful situationsAbility to foster a strong working relationship with all levels of RISD personnelAbility to meet deadlines, multi-task and prioritizeAbility to maintain accurate and auditable recordsExcellent organizational and file maintenance skillsSelf starter; able to assimilate new concepts and softwareExcellent technical writing abilityWorking knowledge and understanding of student data proceduresWorking knowledge of PEIMS data proceduresAbility to export and import dataExperience with Windows OS, Microsoft Office (Word and Excel)		
MAJOR RESPONSIBILITIES:	<p>Laws, Policies, and Procedures</p> <ul style="list-style-type: none">Comply with policies established by TEA regulationsComply with policies established by PEIMS and TREx guidelinesComply with policies established by TEA Student Attendance Accounting HandbookComply with policies established by RISD Policies and Guidelines <p>Data Entry (including but not limited to)</p> <ul style="list-style-type: none">Maintain records of student enrollment; entries, transfers, withdrawals and grade level changes.Input and maintain class schedule for campus based on data obtained from principalAssign students to class rooms and subjects while maintaining class count informationAssign students appropriate absence reasons based on RISD policiesSystematically review and monitor student's attendance and membership recordsUpdate six weeks cycle grade changes based on documentation providedRun report cards for all studentsRun reports and verification checks on data to ensure accuracy of PEIMS information and coding <p>Student Records (including but not limited to)</p> <ul style="list-style-type: none">Maintenance of all student cumulative foldersCompile and maintain all student enrollment cards, directory information cards and emergency cardsCollaborate on the yearly records retention processRequest, 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: Christopher B. Goodson DATE: 02/13/2026
Dr. Christopher Goodson
Assistant Superintendent - Human Resources

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.