

**Killeen Independent School District  
Job Description**

**Job Title:** PEIMS Clerk  
**Reports To:** PEIMS Coordinator/Demographer  
**FLSA Status:** Non-exempt

**SUMMARY:**

Supports daily operations leading directly to the successful submission of student/staff data to the state by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Monitors selected Certify edits daily to assist campus staff with addressing data errors or discrepancies related to attendance, registration, discipline, student records and special programs.

Stores and maintains select student/staff documentation associated with demographic changes at the state level for audit purposes.

Makes on-site visits (as needed or upon request) to assist campus staff with their daily job responsibilities as they relate to documentation, coding and data entry processes in the areas of attendance, registration, discipline, student records and/or special programs. These visits may be to assist new staff or current staff needing one-on-one assistance.

Ensures that the state Unique ID (UID) database is up to date and accurate in regards to the primary demographic data for staff and students.

Assists the PEIMS Specialist with securing documentation needed to address duplicate records on the state UID database.

Monitors the enrollment of students who have to meet specific eligibility criteria due to funding and audit implications and ensures issues are resolved as quickly as possible.

Processes student records requests and withdrawals via TREx during the summer while campus staff are off contract, enters all pertinent coding into the district's student database management systems and secures all relevant documentation that will be sent to campuses once they come back on contract.

Reviews demographic error reports generated by the submission of weekly Enrollment Tracking events to the state and as well as from the regular PEIMS submissions and works with district staff to resolve them in a timely manner.

Works with selected district Human Resources staff and campus registration staff to ensure the district's information management systems remain accurate and coincide for information stored on the state UID database.

Assists PEIMS Coordinator with the cleanup of PEIMS Fatals, Special Warnings and Warnings from each submission cycle.

Provides direct support (phone/e-mail) to campus staff daily for most activities associated with attendance, registration, discipline, student records and special programs.

Performs high volume student data entry, as needed or upon request.

Assists PEIMS Specialist in preparing for training sessions held during the school year.

Performs other such tasks that may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Must possess a high school diploma or hold a general education degree (GED) certificate. Must be competent with standard office computer applications (e.g., Word, Excel, Adobe, etc.) and with maintaining data in a database management system. Prior campus level experience with one or more of the following areas preferred: attendance, registration, discipline, student records and/or special programs. Prior experience with the PEIMS reporting cycle helpful.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from employees and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**OTHER QUALIFICATIONS:**

Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum of 7,000 kpm with 7 errors or less.

**Revised Date: March 26, 2018**

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.