



## Counselor/Attendance/PEIMS Clerk Job Description

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**Job Title:** Counselor/Attendance/PEIMS Clerk

**Reports to:** Principal

**Dept./School:** High School

### **Primary Purpose:**

Maintain accurate attendance records for the campus. Under direct supervision, perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades. Facilitate the efficient operation of the counseling office.

### **Qualifications:**

#### **Education/Certification:**

High school diploma or GED

#### **Special Knowledge/Skills:**

Ability to use personal computer and software to develop spreadsheets and databases, and do word processing

Proficient keyboarding, file maintenance, and 10-key skills

Ability to meet established deadlines

#### **Experience:**

Two years data entry experience

### **Major Responsibilities and Duties:**

#### **Records and Reports**

1. Assist in collection and entering of attendance, enrollment, and PEIMS data into established database including leaver codes. Verify accuracy of data according to established procedures.
2. Prepare and print reports, including attendance reports, class rosters, end-of-semester reports, accounting reports, newsletters, spreadsheets, etc. as required.
3. Assist in maintaining physical and computerized records, including student cumulative folders, progress and failure reports, class rosters, grade books, and schedule changes if applicable.
4. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases.
5. Assist parents, students, and faculty with questions.
6. Process and transmits requests for student information and transcripts.
7. Process visitor information and issue visitor tags.
8. Process and issue student identification badges.



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9. Produce and disseminate daily high school announcements.
10. Assist with registration/withdrawal process.
11. Call parents to verify student absences as needed.
12. Report all attendance problems to designated administrator.

### **Other**

13. File records as needed.
14. Assist in campus office as needed.
15. Maintain confidentiality.
16. Other duties as assigned.

### **Supervisory Responsibilities:**

None.

### **Equipment Used:**

Personal computer or online computer terminal, printer, calculator, and copier.

### **Working Conditions:**

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

Repetitive hand motions; prolonged use of computer.

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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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_