



JOB DESCRIPTION

Public Education Information Management System (PEIMS) Secretary

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The Public Education Information Management Systems (PEIMS) Secretary, under the direct supervision of the Director of Special Education, assists in all clerical and related duties required by Public Education Information System.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- One to two years clerical experience, preferably in a public education environment

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient skills in keyboarding, word processing, and file maintenance
- Effective communication and interpersonal skills
- Basic math skills
- Ability to work well and in a positive manner with employees and the public
- Working knowledge of Cognos, Word & Excel

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Prepares student records for eligibility folders, to include all child find referrals, home school, private school, RSD, TSBVI and TNP students.
3. Updates all annual review reevaluation and schedule changes in PEIMS.
4. Files items in audit folders and maintains folders in proper place.
5. Sets up three year reevaluation assessments, initial/STAT folders and all ARD requests.
6. Duplicates Special Education records and forwards as requested.
7. Transmits student information to TEA via on line computer through the PEIMS.
8. Prepares statistical information for Federal and State reports.
9. Prepares monthly reports of students enrolled in special education.
10. Annual inventory of entire special education audit folders, to include withdrawn, dismissed, TNP, and graduating students.
11. Prepares list of Special Education students to be sent to schools at the beginning of school year.
12. Enter SHARS transportation information weekly.
13. Prepares withdrawn and dismissed student records for warehouse storage.
14. Processes and obtains records for all transfer students.
15. 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 required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbally and written), concentrate, interpret procedures, and data; reason, understand verbal instructions, coordinate, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and carry light weight (under 15 pounds), sit, stand, perform repetitive hand motions, works with frequent interruptions, and prolonged use of the computer.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 5

Days: 210

Wage/Hour Status: Nonexempt

Updated: October 17, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.