

**Job Title:** Administrative Support II-PEIMS/Attendance**Wage/Hour Status:** Non-Exempt**Reports to:** Campus Principal**Primary Purpose:**

The mission of Life School is to develop leaders with life skills through strong academics, character training, and partnerships with parents and the community.

In support of the Life School mission, the **Administrative Support II-PEIMS/Attendance** will provide a full range of administrative support to functional departments and staff members with guidance from specified supervisor. The position requires a high-level of professionalism, written and verbal communication skills, strong work ethic, adherence to policies and procedure, maintenance of confidentiality, and work/project related flexibility.

**Qualifications:****Education/Certification:**

High School Diploma or GED

Business office training preferred

Bachelor's degree or related certification preferred

**Special Knowledge/Skills:**

Related clerical and/or secretarial experience preferred

Strong computer and business skills

Strong organizational, communication, public relations, and interpersonal skills

**Major Responsibilities and Duties:**

- Collect and enter attendance and PEIMS data into established database and verify accuracy according to prescribed procedures.
- Prepare and edit general correspondence, documents, reports and handle information requests related to state and district attendance guidelines.
- Coordinate grade reporting process, including verification and correction of grades and preparation and distribution of report cards.
- Filing, word processing, spreadsheet data entry, photocopying/scanning documents and distribution of mail and faxes.
- Maintain communication and records regarding student information.
- Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.
- Contact parents/guardians to verify student absences as needed and report attendance problems to designated administrator.

- Serve as a resource to school staff, students, parents, and the public regarding school and district policies and procedures.

**Other**

- Prepare and make cash deposits for activity account(s).
- Serve as the liaison between the campus and the Child Nutrition Program Provider.

**Compliance:**

- Comply with policies established by federal and state laws, Texas State Board of Education rules, and board policy.
- Comply with all office, campus, and district routines, regulations, policies, and procedures.

**Supervisory Responsibilities:**

None.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Occasional districtwide travel to multiple work locations may be required.

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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.

Employee Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_