Job Title: Office Assistant, Front Office (Middle)
Wage/Hour Status: Nonexempt
Reports to: Principal or Assistant Principal
Dept./ School: Assigned Campus
Pay Grade: Salary Schedule
Work Days: Work Calendars

Primary Purpose:
Maintain accurate, compliant attendance for the campus in alignment with the TEA Student Attendance Accounting Handbook (SAAH) and district procedures. Ensure timely data entry into the student management system (SMS) and verification form PEIMS reporting. Serve as the campus liaison between families, teachers, and administrators regarding attendance matters and documentation. Additional responsibilities to support campus from office operation.

Qualifications:

Education/Certification:

- High school diploma or GED required
- Additional coursework or certification in data entry, accounting or business preferred

Special Knowledge/Skills:

- Knowledge of state attendance accounting (TEA SAAH) and PEIMS data standards
- Strong attention to accuracy, timelines and confidentiality
- Excellent organizational and interpersonal communication skills
- Ability to multitask various responsibilities and needs of the campus
- Ability to use computer software for spreadsheets, databases, and word processing
- Ability to manage frequent interruptions and competing deadlines

Experience:

- Minimum 2 years clerical, data entry, or records management experience preferred
- Prior K-12 public school attendance or PEIMS experience preferred
- Experience with Skyward SMS, Google Sheets/Docs, and Microsoft Excel preferred

Major Responsibilities and Duties:

Data Management, Reporting & Records Retention

- Collect, verify, and enter daily attendance in compliance with local procedures and TEA SAAH.
- Review teacher attendance submissions for accuracy; notify staff of missing or incorrect entries.
- Generate, review, and reconcile attendance reports for campus staff.
- Assist with enrollment/withdrawal processing, ensuring accurate leaver codes and ADA eligibility.

- Support the PEIMS Coordinator in correcting campus attendance errors before submission.
- Assist district staff with updates or audits as requested.
- Protect student data in compliance with FERPA and district confidentiality standards.
- Maintain all attendance documentation and records in accordance with district policy, PEIMS standards, and Texas State Library records retention requirements.

Campus and Community Support

- Serve as the first point of contact for all visitor needs while on campus and for attendance questions from parents, students, and staff.
- Help maintain campus safety using the protocols for visitors on campus
- Contact families to verify unexcused absences
- Communicate attendance procedures clearly and professionally to staff and families.
- Work collaboratively with campus staff.
- Manage student ID badges.
- Perform various clerical tasks to support the operations of the front office.
- Coordinate (or assist in coordination of) substitutes, campus calendars, field trips, safety drills, etc.
- Issue weekly newsletter from campus principal.
- Participate in attendance-related professional development and training.

Other

- Maintain Confidentiality.
- Other duties as assigned.
- Follow district safety protocols and emergency procedures.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment

Posture: Occasional bending/stooping

Motion: Prolonged sitting; frequent keyboard uses and data entry

Lifting: Lifting (up to 20 pounds)

Environment: Campus office environment with daily interactions among students, staff and parents

Mental Demands: Work with frequent interruptions and time sensitive deadlines; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Duties are subject to change. All EISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPPA) for employee and student information.