

Gulf Coast Trades Center / Thomas Buzbee Vocational High School

Job Announcement

Position: Campus PEIMS and Attendance Clerk Position Available: (1) One
Opening Date: December 18, 2018 Closing Date: Until Filled
Salary: \$20,000 – \$27,000 depending on experience Status: Exempt

GENERAL DESCRIPTION:

This position is responsible for daily attendance tracking and PEIMS validation

REPORTS TO:

PEIMS Supervisor and Thomas Buzbee Vocational High School Administration

QUALIFICATIONS:

- Must have at least (1) one of PEIMS and attendance tracking experience required.
- Understanding and experience with the Student Attendance Accounting Handbook (SAAH) required.
- Must be able to function under limited oversight.
- Must be able to multi-task under sometimes stressful situations.
- Must have strong computer skills.
- Must have strong personal attendance and punctuality.
- Must pass a criminal history check and drug screen.
- Ability to keep confidential information.

SPECIFIC DUTIES:

- Responsible for tracking and validating all attendance documentation.
- Responsible for maintaining an open communication with all departments of Gulf Coast Trades Center.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Attend all education workshops assigned by school administration and self-selected for professional growth.
- Perform other duties as assigned.

Contact

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