

HUGHES SPRINGS INDEPENDENT SCHOOL DISTRICT

871 Taylor Street
Hughes Springs, Texas 75656
903-639-3800
VACANCY ANNOUNCEMENT

DATE: March 1, 2024

POSITION TITLE: PEIMS/Attendance Clerk – High School Campus
2024-2025 School Year

SALARY RANGE: Per HSISD Pay Scale

POSITION REQUIREMENTS:

- Collect and enter attendance and PEIMS data into established database and verify accuracy according to prescribed procedures.
- Maintain student records and process requests for student information and transcripts. Process new student records, including requesting transcripts and records from other schools.
- Assist parents, students, and faculty with questions regarding student attendance.
- Contact parents/guardians to verify student absences as needed and report attendance problems to designated administrator.
- Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.
- Ability to use software to develop spreadsheets and databases, and do word processing
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance
- Ability to meet established deadlines
- Assist in campus office as needed.
- Maintain confidentiality.

APPLICATION PROCEDURES: Application available at www.hsisd.net
(Sitemap: Administration - Employment)
Print, then fax, email or mail application to:
Brian Nation, High School Principal
701 Russell Street Hughes Springs, TX 75656
Office: 903-639-3811
Email: Nationb@hsisd.net

APPLICATION DEADLINE: Until filled

An Equal Opportunity Employer

House Bill 1130, 77th Legislature, May 2001

School district employees who desire certification as a teacher and meet eligibility requirements may receive financial assistance at public colleges and universities in Texas. Additional information is available from Human Resources at 903-639-3805.